RADTECH
THE ASSOCIATION FOR UV&EB TECHNOLOGY
7720 Wisconsin Avenue
Suite 220
Bethesda, MD 20814

Dear RadTech UV&EB 2012 Exhibitor:

This exhibitor service manual contains the information and order forms for your participation in RadTech UV&EB 2012! Even though you may have participated in RadTech events in prior years, it is important that you carefully review the contents of the manual.

Shepard Exposition Services (SES), which provides freight handling, furnishings, carpenters, display erectors, etc is the Official Service Contractor for RadTech UV&EB 2012. Other services for catering, electrical, telephone, and plumbing are also detailed in this manual.

Please note especially the information about deadlines and important contacts. We ask that you give prompt attention to badge sign-up including forms for two 50% discounts for full Conference attendance, exhibitor booth personnel sign-up, and free passes for your customers. Please also complete your directory listing form for the Official Show Program so that we may avoid any last minute entries to ensure the proper listing for your company and its products.

We have tried to anticipate most of your questions with information sheets on our services, but if you have any questions, please do not hesitate to contact us.

Best Regards,

Mickey M Fortune
RadTech UV&EB 2012 Show Manager

IMPORTANT CONTACTS

Show Management	**RadTech International N.A.** 7720 Wisconsin Avenue, Suite 208 Bethesda, MD 20814 PH: (240) 643-0517 FX: (240) 209-2337 Contacts: Mickey Fortune mickey@radtech.org
Telecommunications	**Hyatt Regency Chicago** 151 East Wacker Drive Chicago, IL 60601 PH: (312) 239-4737 Contact: Bradley Spear bradley.spear@hyatt.com
Shipping/Drayage/Furnishings	**Shepard Exposition Services** 1531 Carroll Dr. N. W. Atlanta, GA.30318 PH: (404) 720-8600 FX: (404)720-8755 atlanta@shepardes.com
Audio/Visual, Internet	**AVT** 151 East Wacker Drive Chicago, IL 60601 PH: (312) 239-6759 Contact: Kim Macgregor kmacgregor@avt.com
Food Service/Catering	**Hyatt Regency Chicago** 151 East Wacker Drive Chicago, IL 60601 PH: (312) 239-4712 Contact: Jaclyn Albright jaclyn.albright@hyatt.com
Hospitality Suites, Meeting Rooms	**Hyatt Regency Chicago** 151 East Wacker Drive Chicago, IL 60601 PH: (312) 239-4713 Contact: Jessica Miller Jaclyn Albright jessica.miller@hyatt.com

ABOUT THIS MANUAL AND HOW TO USE IT

This Manual is separated into easy-to-read sections, beginning with Helpful Hints where you'll find basic information and a Glossary of Terms. The remaining sections, noted below, relate specifically to equipment and services, that you may require in your exhibit. All forms that need to be completed and returned for these services are found at the back of this Manual under the Forms section.

Rules & Regulations
Covers general setup and operation rules including display rules, fire safety rules, general union rules (where applicable), non-official contractor rules, etc.

Security and Insurance Please abide by these rules. They exist for your safety.

Shipping and Drayage
This section details your options for the transportation of things to the exhibition hall (shipping) and the movement and placement of things from the dock to your booth (drayage). Carefully orchestrated timing is the key to efficient use of these services.

Labor
This section offers guidelines for the services of skilled labor. Display installation and equipment assembly are the key areas covered.

Furnishings
This section explains the standard issue with exhibit space, details the various furnishings offered, and describes in full any package plans that are available.

Utilities
Here you will find information on electricity, water and drain, compressed air, and telephone. Advanced order of these services is crucial and in some cases mandatory. Please adhere strictly to the deadlines for utilities orders.

Specialties
This contains information on a wide variety of show services, most of which offer a way to round out your presentation or display. Cleaning, audiovisual, floral and photography are the kinds of services you'll find in Specialties.

Exhibit Personnel
This section provides a convenient schedule for you to use in organizing your booth personnel. NOTE: Please complete and return the badge information for your booth personnel so that we have sufficient time to prepare their credentials.

Forms
All forms for services are found here.

HOTEL RESERVATIONS

To make your reservations, please choose one of the following hotels and book your rooms online via the sites below.

RadTech UV&EB Technology Expo & Conference 2012
Official Convention Hotel
Book Hotel Rooms Online Direct: http://www.radtech2012.com/hotel.html

Hyatt Regency Chicago (Conference & Tradeshow Site & Official Hotel)
$199 Per Night If Booked Prior to April 9, 2012
151 East Wacker Drive
Chicago, IL 60601
Book Hotel At: http://www.radtech2012.com/hotel.html
(312) 565-1234

Hospitality
Hospitality suites and meeting rooms at the Hyatt may be available on a first-come basis to exhibiting companies. **All requests for RadTech UV&EB 2012 suites or meeting rooms at official hotels must be approved by RadTech to ensure suites and hospitality rooms are reserved only for exhibiting companies**. If you need more information, call Mickey Fortune at 240-643-0517

REMEMBER: You MAY NOT host hospitality or functions of any kind (this includes meetings, golf outings, food functions, etc.) during show and conference hours.

RADTECH UV/EB 2012

SPONSORSHIP OPPORTUNITIES

All sponsorships will display your logo on show materials including marketing materials, show directory, and recognition signs at RadTech UV/EB 2012.

In-Kind Items

~~**Carrying Case — SOLD (right of first refusal)** **$8,000 (Includes Production Costs)**~~
~~**Neck Lanyards for Badges — SOLD** **$3,000 (Plus Production Costs)**~~
Pens **$2,000 (Plus Production Costs)**
For all premium in-kind items, RadTech will work with you to locate vendors and develop the items

Food & Beverage Functions Sponsorship Description

Coffee Breaks for Entire Conference
Cost: $1500 (Includes sponsorship of all breaks – Available for multiple companies)
For this sponsorship, your company will receive your company's logo and booth number on the signs located at all the coffee breaks through out the event

RadTech Reception Monday Evening or President's Reception Tuesday Evening
Cost: $2500 (4 Available for Monday & 4 Available for Tuesday)
For this sponsorship, your company will receive signage at the reception along with being listed in the RadTech UV/EB 2012 Show Directory as a sponsor. You will receive your supplied graphics/artwork on an 8 foot, double sided, meter board the entrance to the reception.

Exhibit Hall & Show Sponsorships Descriptions

Banner Ad on www.radtech2012.com, Cost: $1500 (3 Available)
For this sponsorhip, your company will be able to have a banner ad displayed on the official show website from January – May.

Individual 8' Sign in Registration Area, Cost: $1200 (Multiple Available)
For this sponsorship, your company will be able to display your supplied graphics/artwork on an 8 foot, double sided, meter board in the main foyer of the Convention Center. For this item, we will print and display the banner from your provided artwork.

Attendee Bag Insert, Cost: $1000 (Multiple Available)
For this sponsorship, your company will be able to have your corporate literature or flyers inserted into the bags given to each attendee.

How to Become a Sponsor
Sponsorships will be assigned on a first come, first-served basis by contacting RadTech International to reserve your sponsorship. Once notified of assignment, a 50% deposit will be due within 30 days. Final sponsorship payments will be due March 1,2012.

Contact Information:
Contact: Mickey Fortune, 240-643-0517, mickey@radtech.org

SHOW MANAGEMENT RULES AND REGULATIONS

Exhibits and Exhibitors are subject to the following Rules & Regulations. "Management" refers to RadTech International manager of the exhibit, and its service contractors. It is the responsibility of the exhibitor to read, understand and be familiar with all Rules & Regulations.

I. Contract for Space
This application, properly, executed by Exhibitor, shall upon written acceptance and notification of space assigned by Management, be a valid and binding contract between the exhibiting company RadTech International N.A. owner of RadTech UV & EB 2012. After assignment, space location may not be changed without Management's prior written approval. Request for space will be assigned based upon the sow point selection system. All those not a part of the point selection system will be assigned on a first-come, first-served basis when a signed contract is received with payment. Should the facility or designated halls change after initial space has been confirmed, Management reserves the right to re-layout the exhibit hall and reassign space according to the point system.

II. Use of Exhibit Space
Exhibits may not project beyond allotted space or interfere with the lighting or space of other Exhibitors. Aisles must be kept clear of exhibits and Exhibits may not interfere with the free flow of traffic. No Exhibitor may assign, sublet or share all or part of its space with other Exhibitors. Exhibitors may display only products and services they officially represent.

Demonstrations or related activities must be confined to Exhibitor's assigned space, as must distribution of circulars, catalogs, folders, promotion materials and devices. None of these may be distributed in the aisles, meeting rooms, registration areas, or any other rooms or areas of the Exhibit and Conference. Exhibits may not contain sound systems or noise-making devices that annoy or disturb adjacent Exhibitors. Management may restrict, reject, eject or, prohibit any exhibit, in whole or part, which detracts from the exhibition due to sound, appearance, distribution of materials, personal conduct, or anything Management rules to be objectionable. In enforcing these regulations, Management is not liable for refunds of space rental or other expenses incurred by Exhibitor.

Management reserves the right to limit the rental of exhibit space, and the assignment of hospitality suites at the convention center and participating hotels, to those companies exhibiting products and/or services which are directly related to UV and EB technology.

III. Booth Specifications
A standard booth is 10 x 10 ft. Standard back wall and side rails will be furnished by Management. A complementary two-line identification sign will be provided if requested through the Exhibitor Services Manual. In-line booths may not exceed ten feet in height. Island booths may not exceed ten feet in height. Signs hung from the ceiling may only be hung above island booths or peninsula booths 600 sq. ft. and larger, and may not exceed ten feet in height. All Exhibitors wishing to hang signs from the ceiling MUST obtain permission in writing from Management prior to the show. Peninsula booths MUST adhere to back wall specifications listed in TYPES OF EXHIBITS and following these "Rules & Regulations.

IV. Installation and Removal of Exhibits
All exhibits must be installed one hour prior to the opening of the show on the first day and remain open until the published closing time on the final day. Failure to occupy space one hour prior to show opening gives Management the right to use such space as they deem fit without any obligation of returning any amount paid by Exhibitor. Exhibitor shall not dismantle or start packing prior to the closing time. No exhibit will be installed or removed during Exhibit hours. Exhibits must be removed by the time and date set forth by Management. Any exhibitor dismantling or removing their exhibit prior to the close of the show on the final day will forfeit all of the accrued space selection points for this show.

V. Conference Registration
Exhibitors will receive information on conference registration discounts in their Exhibitor Services Manual.

VI. Cancellation/Refund Policy
Original 25% deposit is non-refundable Management will refund 50% of remaining payments made if space or any portion there of is canceled in writing up to 90 days prior to the exhibition opening. No refund thereafter. Upon receipt of cancellation in writing by an exhibitor, ALL rights associated with being an exhibitor are relinquished. Exhibit space may be released by Management for non-payment of rental space fees that are more than 30 days past due. Any payments made to the date of release will be non-refundable.

VII. Liability
Neither Management, Show Co-Sponsors or the Convention Facility, its officers, employees or representatives are responsible for the loss, damage or injury to Exhibitor or Exhibitor's employees or property from any cause, before, during or after period covered by this contract. Exhibitor, upon signing this contract, releases Management, Show co-sponsors, the Convention Facility, its officers, employees and representatives from, and agrees to indemnify same against, any claims for loss, damage or injury.

Exhibitor assumes responsibility for accident, injury, or property damage to any person visiting their exhibit, where such accident, injury or damage is caused by negligence of the Exhibitor, or their employees or agents.

Exhibitors insuring exhibits, materials and/or personnel do so at their own expense. Exhibitors utilizing independent (non-official) contractor services agree to forward to Management a Certificate of Insurance naming RadTech International N.A., the Charlotte Convention Center and official service contractors as co-insured.

Management is not liable for non fulfillment of commitment for delivery of space if the event is cancelled due to circumstance beyond the control of Management or the Show Co-Sponsors including fire, accident, act of God or public enemy including terrorist attack, strike, authority of law, curtailment of transportation or any other cause. If exhibition is cancelled, Management's sole liability is to reimburse Exhibitor the space rental fee, less any costs of charges paid or incurred by Management up to the date of cancellation for promotion, administration and similar purposes. This shall be the sole remedy and terminate this agreement without further claim or damage.

VIII. Protection of Exhibit Facility Property
Use of screws, bolts, nails, staples, tacks, pins, tape or other items that may deface or damage floors, walls, ceilings, doors or other exhibit facility property is prohibited. Exhibitor agrees to repair damage caused by their employees or hired contractors at their own expense.

IX. Security
Management shall provide guard service throughout the hours of installation, non-exhibit hours, and tear-down period, and exercise reasonable care for the protection of Exhibitors' materials and displays. Beyond this, Management, the Convention Facility or, any officer or staff member thereof will not be responsible for the safety of the property of the Exhibitor, their employees; or agents, from theft, damage by fire, accident, or any other cause. Exhibitors must provide their own insurance and/or policy riders to cover all booth contents.

X. Licensing Agreement/Fees
Exhibitor acknowledges and accepts responsibility for securing any licensing agreements and royalty payments for the use of music, video or printed materials that may be protected under United States copyright laws.

XI. Photography & Videotaping
The taking of photograph and/or videotaping is restricted exclusively to your own booth at all times. You may not photograph or videotape other Exhibitors' booths at any time.

XII. Utilities
Management will exercise proper and reasonable care to insure all services are installed and operational during show hours. However, Management cannot be held responsible for late installation or interruption of service.

XIII. Union Regulations
Exhibitor agrees to abide by any union regulations that might be in force at the Convention Facility or with authorized service contractors hired by Management.

XIV. Handling and Storage
Management and the owners/managers of the facility where the exhibition is to be held shall not accept or store display materials or empty crates. Exhibitors shall make their own arrangements for shipments, delivery, receipt, and storage of such materials and crates directly with the Official Drayage Company. The Exhibitor must provide the Official Drayage Company with all bills of lading. All shipments and deliveries to the Exhibition must be prepaid

XV. Outside Activities
Exhibitors agree to refrain from hosting any kind of activities that occur outside of the show floor during conference and show hours. This includes meetings, hospitality and off-site-functions of any kind. Hospitality suites at official e|5 hotels or the convention facility must be reserved through Management.

XVI. Age Restrictions
No one under the age of 18 will be allowed on the exhibit show floor at any time during set-up, teardown and show hours.

XVII. Amendments
These rules may be revised by Management and all points not covered are subject to Management's decision.

GENERAL DISPLAY RULES

Arrangements of Exhibits
Displays are to be arranged in such a fashion as to not obstruct the general view or hide the displays of others. Any special displays that do not adhere to this rule must be reviewed by Show Management prior to set-up. All booths must allow for sight clearance as outlined in the diagrams that follow.

Unfinished Displays
No display material exposing an unfinished surface to neighboring exhibits or an aisle will be permitted. Any unfinished booth areas will be draped by show management at the exhibitor's expense.

Sound Equipment
All exhibitors that operate sound equipment and/ or amplifying equipment are asked to be sensitive to those exhibitors surrounding them and keep sound at a comfortable level. We appreciate your courtesy.

Music Licensing
Exhibitors are strictly forbidden to play live or recorded music in their booths, due to the current controversies surrounding music licensing. Any exhibitor wishing to play videotapes containing music must submit proof of copyright or music licensing permission prior to the Show opening.

Show Aisles
The aisles are the property of all exhibitors. Therefore, each exhibitor has the responsibility to assist in the proper flow of traffic through the entire show. When large crowds gather to watch a demonstration, the subsequent interference with the flow of traffic down aisles is an infringement on exhibitors' rights. Exhibitors may not obstruct aisles at any time, and need to be sensitive to crowd control during demonstrations. Equipment and displays may not completely fill your booth preventing attendees from entering into your booth and clearing the aisles.

Demonstrations and Lectures
Demonstrations are to be held within your exhibit area. Your exhibit should be designed to have sufficient space within its confines to absorb the majority of the viewing crowd. If spectators interfere with the normal traffic flow in the aisle or overflow in the exhibits of your neighbors on either side or across the aisle, the Show Management may have no alternative but to request that you limit or eliminate the presentation.

Press Conferences and General Meetings
If you want to schedule either a press conference or general meeting in your booth, the following rules will apply:

1. Such activates are restricted to 1-1/2 hours prior to the show opening

2. All persons must be registered attendees, press, or booth personnel and must remain at the booth only. Entry will not be permitted without a badge. Exhibitor must meet the group at the show entrance and escort them to and from their booth.

3. If the press conference is over prior to the show opening, non-exhibit participants must be escorted to the registration area.

4. Any early entry pass must be secured from the Show Office a minimum of one day prior to the planned activity

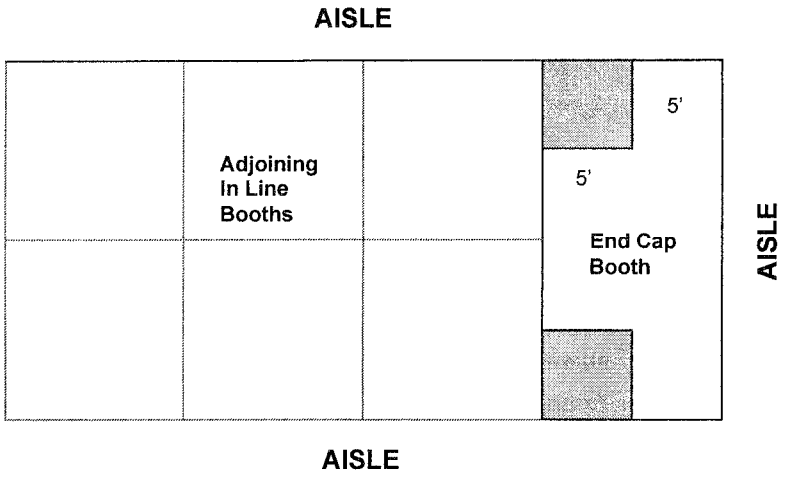
Display Houses and Contractors
Only contractors designated as official by Show Management will be permitted to work in the hall. If an outside display house or other type of contractor is to be used to install and/or manage an exhibit, the exhibitor must notify Show Management in writing at least 45 days prior to the event that it wishes this particular contractor to work for it, and submit plans of the display or describe the other services in detail for Show Management approval, In union facilities, only the appropriate crafts can be employed.

An "Exhibitor Appointed Contractor" form is in the forms section of this manual. This form, along with the contractor's Certificate of Insurance, must be returned to show management at least 30 days prior to show set- up.

If the booth you have selected fits one of the types below, the limits here will be placed on your booth's back wall at RadTech UV&EB 2012. Non-conforming booths will need to be dismantled on-site

End Cap Booth

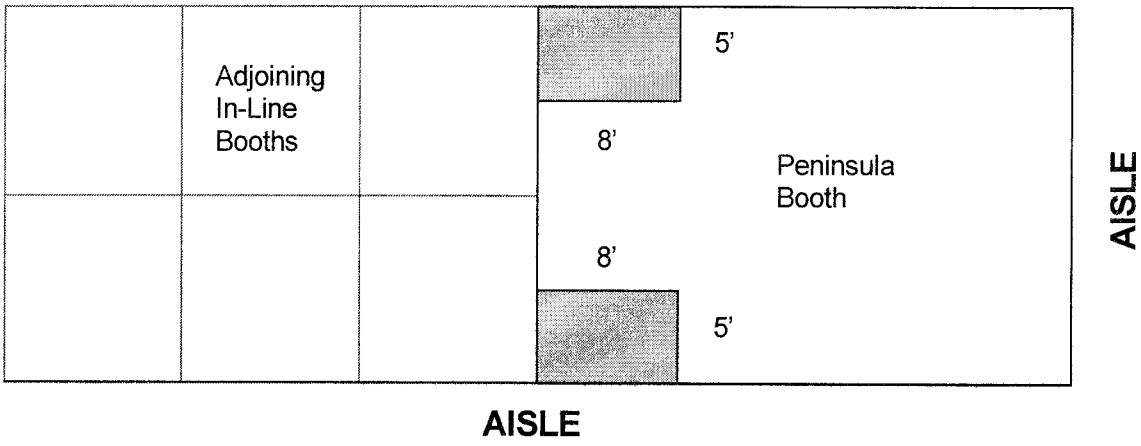
A 10'x 20' exhibit with an aisle on three sides



Displays within the gray shaded areas {including a back wall) are restricted to a maximum of 4' high to allow a line of sight into neighboring booths. This area extends in 5 feet from either side aisle and from the back of the booth. Because the back of the booth faces into other booths, all exposed areas on the back of the back wall must be finished, and may not carry identification

Peninsula Booth

An exhibit with an aisle on three sides, of at least 400 sq. ft



Displays within the gray shaded areas (including a back wall) are restricted to a maximum of 4' high to allow line of sight into neighboring booths. This area extends in 5 feet from either side aisle and 8 feet from the back of the booth. Because the back of the booth faces into other booths, all exposed areas on the back of the back wall must be finished, and may not carry identification signs or other copy that would detract from any adjoining exhibits.

These rules will be strictly enforced! Non-conforming booths will be removed from the show floor at the exhibitor's expense.

EXHIBITOR APPOINTED CONTRACTORS

These guidelines have been established for the purpose of providing smooth show operation and satisfaction for all concerned parties.

An EXHIBITOR APPOINTED CONTRATOR is defined as any company other than the Official Contractor designated by Show Management which will be providing exhibit services on the show floor, including exhibit installation and dismantling, audiovisual, floral, photography, display rental, display house services, etc.

1. Exhibitors are allowed to employ outside services to install and dismantle their display; however, exhibitors may not use an outside drayage contracting service. This service is provided by the exhibition's official drayage contractor as listed in this Manual.

2. An exhibitor appointed contractor shall have the right to provide services requested by an exhibitor for the set-up/ dismantling of their exhibit on the show floor and to utilize qualified employees, provided Show Management is notified by the exhibitor 45 days prior to the first scheduled installation date.

3. All exhibitors using an Exhibitor Appointed Contractor MUST complete and return the appropriate form - INDEPENDENT DISPLAY HOUSE CONTRACTORS - contained in the forms section in the back of this manual.

4. These services shall not conflict with existing labor regulations or contracts, and the exhibitor appointed contractor shall adhere to the entrance regulations set by the hall and Show Management.

5. The exhibitor appointed contractor shall possess, and have a copy of the same, on file with Show Management, a public liability and property damage insurance policy, naming specified insured and in the amounts required by the facility, be a signatory and conform with the current and acceptable labor contracts.

6. The exhibitor appointed contractor shall have a true and valid order for service from an exhibitor in advance of the show installation dates, and shall not solicit business upon the show floor or during installation and dismantling periods.

7. The exhibitor appointed contractor MUST provide notice to Show Management, in letter form, 30 days prior to scheduled installation dates, of the exhibitors who have retained its services. Show Management and the official, contractor will keep this information confidential. Show Management will make every effort to meet the desires of the exhibitors, provided this can be done without disrupting the smooth installation of the show.

8. The exhibitor appointed contractor, prior to starting work, will furnish the show office, at the exhibit hall, with the names of all employees who will be working in the hall, as well as names, addresses, and telephone numbers of key executives for emergency contact. Upon verification by the exhibiter of intent to Use an exhibitor appointed contractor, the contractor will be supplied with the appropriate notification form. All exhibitor appointed contractor workers must check-in each day to obtain a work pass. Work pass must be visible at all times.

9. The exhibitor appointed contractor is responsible for adherence to all rules of ingress and egress in a timely, professional manner and should complete their assigned services within prescribed time limits.

10. Exhibitor appointed display installation firms must remain within the perimeter of the booths they are erecting. They will not be allowed to set up work/dispatch stations in the aisles or other unused areas of the exhibit hall. Storage and dispatch areas will be assigned by Show Management.

11. The exhibitor appointed contractor will share with the official contractor all reasonable costs related to their operation, including the sharing of payment of union stewards, any required restoration of exhibit space to its initial condition, etc.

12. The exhibitor appointed contractor shall cooperate fully with the official show contractor and assist them when necessary in filling their scheduled responsibilities, especially by refraining from interfering with the efficient utilization of labor by the official show contractor.

13. It is the responsibility of the exhibitor to provide the exhibit appointed contractor with information pertinent to the installation and servicing of the exhibit, e.g., utilities, service order forms, installation and dismantling dates, shipping instructions and labels, display regulations, work passes, etc.

TYPES OF EXHIBITS

Standard Exhibit (In-Line booth)
An exhibit with neighboring exhibits on each side, which faces only one main aisle.

Walk Through Exhibit
An exhibit with neighboring exhibits on each side and faces two main aisles (basically, this is two standard exhibits, back-to-back, facing on two different aisles).

Corner Exhibit
A standard exhibit with at least 15’ of main aisle frontage, with an adjoining neighboring exhibit on one side and a cross aisle on the other.

Double Corner Exhibit
Double corner exhibits have three open sides, two sides on the cross aisles and one large open side on the main aisle.

Peninsula and End Cap Exhibits
An exhibit with three open sides, two sides on the main aisles and one side on the cross aisle. These booths have limits placed on back wall size and placement. Please review the diagrams on the next page and in the Rules & Regulations Section.

Island Exhibit
An exhibit with no adjoining neighbors and with tow sides in the main two side on the cross aisle (basically, this is two double corner units).

Perimeter Exhibits
Standard exhibit located on the perimeter wall of the floor plan.

Interior Exhibit
Any exhibit with a neighboring exhibit behind its back wall.

Canopies
A canopy or false ceiling over the exhibit which uses vertical supports up to 3" in width in the corner of their space. Vertical supports which are strictly decorative will not be permitted if the manner in which they are used obscures the sightline of the adjoining exhibit.

IMPORTANT RULE REMINDERS FOR ALL BOOTHS

- Exhibits may not project beyond their allotted space or interfere with the lighting or space of other exhibitors.
- Demonstrations or related activities must be confined to exhibitors' assigned space. Booths must be designed to accommodate expected attendees within the booth area.
- Exhibits may not contain sound systems or noisemaking devices that annoy or disturb neighboring exhibitors.
- Any exhibitor dismantling or removing their exhibit prior to the close of the show on the final day will forfeit ALL of their accrued space selection points for the show.

SAFETY REGULATIONS

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety, and health which may be applicable in the exhibit hall during this event.

Safety Regulations
Safety precautions involving operating equipment and displays materials must be taken including:

- Shielding from chips, sparks, strong lights, radiation, moving machinery, smoke or any toxic substances must be complete. Safety markings, masking, flagging of railings must be placed around or on any projection or other object where attendees could injure themselves.

- Machinery, operational equipment and other objects which might cause bodily harm must be adequately safeguarded. Management will have sole judgment and authority regarding the adequacy of safeguarding shields and barriers. NO STORING of materials is permitted behind any backwalls or between two backwalls.

- Show Management will inspect the show floor daily. All unsafe displays, machinery demonstrations or exhibit operations will be brought to the exhibitor's attention. Any violation not corrected within the time allotted following notification will be corrected or removed (as deemed necessary) by Show Management at the exhibitor’s expense.

- No one under the age of 18 will be allowed on the exhibit show floor at any time, including set-up, teardown and show hours.

SAFETY

Security
It is very important to us and to the success of the conference and exhibits that a safe and secure environment is provided for all exhibitors. The convention center provides closed-circuit surveillance.

Show Management shall provide guard service throughout the hours of installation, exhibition and dismantling period, and exercise reasonable care for the protection of exhibitors' materials and display. Beyond this, Show Management, the Show facility, or any officer or staff member there are not responsible for the safety of the property of the Exhibitor, their employees or agents, from theft, damage by fire, accident, or any other cause. Exhibitors must provide their own insurance and/ or policy riders to cover all booth contents.

You may provide your own personnel for security, where permitted by the hall. However, you must advise the Show Management in writing and meet certain basic requirements for licensing and insurance.

You'll find a list of suggestions regarding security in the "Helpful Hints" section of this service manual. Please be sure to look it over.

Insurance
Extensive security measures do not preclude the need for you to have insurance where your exhibit is concerned. Show Management and all organization and individuals who are employed by or associated with the Exhibition are not responsible for injury that may occur to an Exhibitor, their employees or agents, nor the safety of an exhibit or other property against robbery, fire, accident, or any other destructive causes.

Insurance coverage against damage and loss, and public liability insurance against injury to the person and property of others is required. Exhibit materials must be covered from the time your exhibit shipments leave your plant, during move-in, on show days, during move-out, and until all materials have been returned to point-of-origin. It is recommended that you seek this coverage through your current insurance carrier.

Safety precautions must be taken with operating equipment and display materials. Be sure your exhibit includes all necessary shielding and safety markings for safe and efficient operation.

If you have any questions on a special circumstance or need regarding your exhibit, please feel free to contact RadTech International N.A.

TIPS FOR A SUCCESSFUL EVENT

Order in Advance
Most suppliers of goods and services to a trade show offer discount pricing for advance orders, which could save you quite a bit, especially where unit pricing exists. Advance orders also allow suppliers to prepare for your needs and will assure you of receiving the goods or services you require.

Labor Orders
The scheduling of labor is difficult business for the general contractor, so please be realistic and careful when advance ordering these services. If, for example, you order labor for 8:00AM and your display doesn't arrive until 11:00AM, chances are the labor originally scheduled for you will be reassigned to another exhibitor, and you will have to wait your turn for labor to come available again. It is also sometimes difficult to add to a crew on short notice, so carefully consider the number of laborers you'll need to do the job in the time frame planned and order accordingly. Exhibitors MAY set up their own exhibits at the convention center as long as they are 300 square feet or less.

Copies
Keep a copy of all forms sent to show management and suppliers, and file your copies in the appropriate sections of this manual. BE SURE TO RETURN FORMS TO THE PROPER CONTRACTOR. Then bring your Exhibit Service Manual with you to the show. Honest mistakes are sometime made, and copies of documents help to speed up the correction process.

Check It Out
Double-check your arrangements prior to arriving at the convention center for move-in to be sure all forms have been received and arrangements are as you expect them to be. A little time on the phone could save a lot of critical set-up time if you uncover any errors. Again, honest mistakes are sometimes made and forms mailed are not always received. Take the time to do telephone follow-up before the show, and be sure to bring your Exhibitor Service Manual and your copies of forms along.

Security Tips
The best security plans are dictated by common sense. At some point in your preparations, before you ship your materials, take a few minutes to review everything with security in mind. Here are some suggestions:

- Shipping cartons—except carpeting—should not identify contents. Use coded labels.
- Give special consideration to prototypes, irreplaceable, and highly valued articles.
- Booth staffing plans should take into account the following considerations:
    1. Who will be at the booth during set-up and tear-down?
    2. Who will be responsible for security?
    3. Be sure to bring along an inventory list to check complete delivery during set-up and complete shipment after dismantling.
    4. Your booth should be staffed at least one-half hour before the show opens and until the show is closed for the day
    5. Is there adequate staff rotation to accommodate lunches and breaks?
- Empty cartons and crates are handled with less care then full crates and are NOT stored in a secure area. Nothing valuable or easily damaged should be left in them.
- As a security measure, all booth personnel must wear official show badges at all times.
- Do not leave valuable items in your booth unattended at ANY time, including set-up and teardown.

REMEMBER: You are responsible for all items in your booth at all times!!!

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G150510512

SHOW INFORMATION

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

BOOTH PACKAGE

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign

Show drape color(s): Teal, White, Plum
Aisle carpet color: Facility is carpeted

EXHIBIT SHOW SCHEDULE

Targeted Exhibitor Move-in:	**Sunday, April 29, 2012**	**8:00 AM - 11:00 AM**	**400 sq ft or larger by appointment only**
General Exhibitor Move-in:	**Sunday, April 29, 2012**	**11:00 AM - 6:00 PM**	
Exhibit Hours:	**Monday, April 30, 2012**	**10:00 AM - 6:00 PM**	
	Tuesday, May 1, 2012	**10:00 AM - 6:00 PM**	
	Wednesday, May 2, 2012	**10:00 AM - 2:00 PM**	
Exhibitor Move-out:	**Wednesday, May 2, 2012**	**2:00 PM - 6:00 PM**	
Freight Re-route Time:	**Wednesday, May 2, 2012**	**6:00 PM**	

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	**Monday, April 2, 2012**	
Discount price deadline for all Shepard orders:	**Monday, April 9, 2012**	
First day for warehouse deliveries without a surcharge:	**Monday, April 2, 2012**	
Last day for warehouse deliveries without a surcharge:	**Monday, April 23, 2012**	
First day freight can arrive at show facility:	**Sunday, April 29, 2012**	**at 11:00 AM**

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
RadTech UV&EB
c/o UPSF/Jeka Transport
2500 Loomis St
Chicago, IL 60608

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
RadTech UV&EB
Hyatt Regency Chicago
151 East Wacker Dr
Chicago, IL 60601

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G150510512

ONLINE ORDERING INSTRUCTIONS

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on RadTech UV&EB
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click login
   a. ***NEW users*** : User name = Your Email Address (provided by Show Management)
   Password = RT2012

   b. ***Previous users*** : User name = Your Email Address
   Password = Your pre-existing password
5. Don't remember your password? Click the link "Forgot your password?" and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the ◄ previous or continue ► buttons to scroll through all your options.

Use the add to cart button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on

To **DELETE** an item from your shopping cart, click next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service
(404) 720-8600
atlanta@shepardes.com

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Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G150510512 **Discount Deadline: April 9, 2012**

PAYMENT AUTHORIZATION

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - RadTech UV&EB
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** Bank of America, Atlanta, Georgia USA
Routing Number: 0260-0959-3 **Account Number:** 3278494077
SWIFT CODE (US): BOFAUS3N **SWIFT CODE (INTL):** BOFAUS6S

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month) ____ (Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

Shepard Exposition Services

SHEPARD TERMS & CONDITIONS

RadTech UV&EB

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

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Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
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Event Code: G150510512

THIRD PARTY PAYMENT AUTHORIZATION

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Discount Deadline: April 9, 2012

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.
When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.
In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.
The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

- ☐ All services
- ☐ Rental Furniture
- ☐ Carpet
- ☐ Other (please specify): _____
- ☐ Logistics/Transportation
- ☐ Exhibit Display Rentals
- ☐ Cleaning
- ☐ Material Handling
- ☐ Overhead Rigging/Labor
- ☐ Installation/Dismantling Labor

THIRD PARTY INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: | | | | | | | | | | | | | | | | |

Expiration Date: | | | | (Month / Year)

Billing Address: _____

Security Code: | | | |

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

Shepard Exposition Services
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EXHIBITOR APPOINTED CONTRACTOR

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Deadline Date: April 2, 2012

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____

Shepard Exposition Services
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Event Code: G150510512 **Discount Deadline: April 9, 2012**

SIGNATURE SERIES PACKAGES

RadTech UV&EB
April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Signature Series - We Make Exhibiting EZ!!

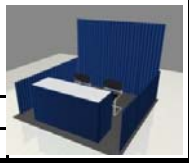
Signature Series Packages offer one stop shopping convenience for all of your trade show needs.

100 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 6'Lx42"H Skirted Counter *(Select Color)* 50047
- ☐ (01) Red ☐ (04) Gold ☐ (07) Burgundy
- ☐ (02) Green ☐ (05) Blue ☐ (10) Grey
- ☐ (03) White ☐ (06) Black ☐ (13) Teal

~ (2) Padded Stools with Back 50024
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ 200 lbs. Material Handling* 35030/35010



	Qty.	Discount	Regular	Amount
66320		608.65	791.25	

200 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

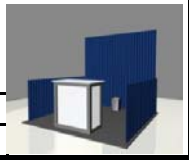
~ 30" Star Base Pedestal Table 50032
~ (2) Padded Arm Chairs 50021
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010

	Qty.	Discount	Regular	Amount
66323		616.90	801.95	

300 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 1 Meter Locking Cabinet (LC3) 66284
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010



	Qty.	Discount	Regular	Amount
66326		785.80	1021.55	

400 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 10'x10' New York Booth 66262
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010

	Qty.	Discount	Regular	Amount
66329		2788.85	3625.50	

*Some restrictions may apply - material handling based on standard freight, does not include late to warehouse surcharges, special handling, marshaling yard or other applicable fees.

☐ **GO GOLD!!** Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010). $110.00

☐ **GO PLATINUM!!** Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop. $275.00

Subtotal:	$
6.250% Tax:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

Shepard Exposition Services
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Event Code: G150510512 **Discount Deadline: April 9, 2012**

EXPO FURNISHINGS

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

TABLES - ALL DISPLAY TABLES ARE 24" WIDE

Choose drape color (place color code next to order):

Red (01) Gold (04) Burgundy (07)
Green (02) Blue (05) Grey (10)
White (03) Black (06) Teal (13)

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	131.60	171.10	
50046			6'L X 30"H	158.60	206.20	
50050			8'L X 30"H	203.15	264.10	
50043			4'L X 42"H	158.60	206.20	
50047			6'L x 42"H	203.15	264.10	
50051			8'L x 42"H	238.85	310.50	
50052			4th Side 30"	79.30	103.10	
50171			4th Side 42"	79.30	103.10	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	91.20	118.55	
50044		6'L X 30"H	106.75	138.80	
50048		8'L X 30"H	128.30	166.80	
50041		4'L X 42"H	102.70	133.50	
50045		6'L x 42"H	128.30	166.80	
50049		8'L x 42"H	143.15	186.10	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	55.25	71.85	
50084		6'L X 6"H	70.35	91.45	
50086		8'L X 6"H	89.20	115.95	
50083		4'L X 12"H	111.80	145.35	
50085		6'L x 12"H	139.15	180.90	
50087		8'L x 12"H	155.05	201.55	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	26.55	34.50	
50078		6'L X 6"H	37.30	48.50	
50080		8'L X 6"H	48.30	62.80	
50077		4'L X 12"H	51.50	66.95	
50079		6'L x 12"H	73.55	95.60	
50081		8'L x 12"H	89.95	116.95	

STANDARD SEATING

Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	79.30	103.10	
50021		Arm Chair	108.15	140.60	
50024		Stool w/back	113.90	148.05	

STANDARD ACCESSORIES

Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	23.80	30.95	
50094		Floor Easel	46.90	60.95	
50245		Literature Rack	180.25	234.35	

Literature rack styles may vary based on location and availability.

Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	225.00	292.50	
50092		Coat Rack	79.85	103.80	
50093		Garment Rack	225.00	292.50	

Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	65.60	85.30	
50102		Velvet Rope, 7'	104.80	136.25	
50095		Sign Holder, 22x28	155.75	202.50	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	17.85	23.20	

Please choose color from skirted table section.

Total Expo Furnishings:	$
6.250% Tax:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day. Rental items not ordered but found in use in booth are invoiced at the "Regular" rate.

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Event Code: G150510512 **Discount Deadline: April 9, 2012**

CARPETING

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

EXPO CARPET - 16 OZ.

Choose Color:

Red (01) ☐ Black (06) ☐
Blue (05) ☐ Teal (13) ☐
Grey (10) ☐ Burgundy (07) ☐

	Qty.	Item	Discount	Regular	Amount
50255		10' x 10'	201.90	262.45	
50256		10' x 20'	383.60	498.70	
50257		10' x 30'	575.35	747.95	
50258		10' x 40'	767.15	997.30	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

SPECIAL CUT EXPO CARPET

50006		Per Square Foot	3.85	5.00	

Visqueen will automatically be installed at published rate listed below to protect Special Cut carpet during move-in. Please note all carpet is a maximum of ten feet wide and is installed accordingly.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01) ☐ Black (06) ☐
Deep Navy (22) ☐ Charcoal (17) ☐
Silver Cloud (18) ☐ Peacock (32) ☐

	Qty.	Item	Discount	Regular	Amount
46001		Rental/sq.ft	6.35	8.25	
46003		Rental 1000+/sq.ft	5.45	7.10	
46002		Purchase/sq.ft.	14.35	18.65	

Minimum 100 sq. ft. is required. No refunds on cancellations.
Rental includes installation and removal.
Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

In order to protect premium cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

PADDING & VISQUEEN

	Qty.	Item	Discount	Regular	Amount
50009		1/2" Padding	0.90	1.15	
50008		1" Padding	2.15	2.80	
50010		Visqueen	0.40	0.50	

BOOTH DIMENSIONS

What is your booth size (ft.)?

_____ X _____ = _____ sq. ft.

Total Carpeting	$
6.25% Tax:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G150510512

SPECIALTY FURNISHINGS/ACCESSORIES

RadTech UV&EB
April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Discount Deadline: April 9, 2012

SPECIALTY CHAIRS AND TABLES

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	85.05	110.55	
51090		Director's Stool	152.10	197.75	
50032		Ped. Table,30"	223.50	290.55	
51089		Ped. Table,42"	223.50	290.55	
50030		Rnd Side Table	108.15	140.60	
50031		Sq. Side Table	108.15	140.60	

SHOWCASES

Full View

Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	847.85	1102.20	
50068		Full View 6'	935.20	1215.75	
50069		Quarter View 4'	847.85	1102.20	
50070		Quarter View 6'	935.20	1215.75	

Colors and styles of showcases may vary depending on location and availability.

MISCELLANEOUS ITEMS

	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	49.65	64.55	
50098		Refrigerator	645.70	839.40	
50088		8' Upright	29.75	38.70	
50089		8' Crossbar	19.80	25.75	

SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	20.60	26.80	
50074		3' High	16.25	21.15	

Choose Color: **Minimum 4' panel rental required.**

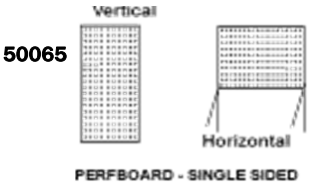
☐ Red (01) ☐ Blue (05) ☐ Grey (10)
☐ White (03) ☐ Black (06) ☐ Burgundy (07)

GRID AND GRID ACCESSORIES

	Qty.	Size	Discount	Regular	Amount
50236		2'X8' w/legs, each	202.65	263.45	
50237		2'X8' w/o legs, each	151.90	197.45	
50242		7-Ball Waterfall	13.95	18.15	

Other accessories available, please call customer service for more information.

1/4" PERFBOARD & VELCRO TACK BOARD



50061

	Qty.	Item	Discount	Regular	Amount
50065		4'X8' Vert., 1/4"holes	273.65	355.75	
50064		4'X8' Horz., 1/4"holes	273.65	355.75	
50104		6" Hooks (12)	45.10	58.65	
50060		4' X 8' Horz.	274.45	356.80	
50061		4' x 8' Vert.	274.45	356.80	

Total Specialty Furnishings/Accessories: $
6.250% Tax: $
Amount Due: $

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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EXECUTIVE FURNITURE

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Discount Deadline: April 9, 2012

COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
	Key West - Black			
	SOM	786.60	1022.60	
	LSM	697.35	906.55	
	OCB	571.75	743.30	
	Lisbon - Charcoal Leather			
	SOC	1033.95	1344.15	
	LSC	932.60	1212.40	
	CHC	685.30	890.90	
	Memphis			
	MPS	740.05	962.05	
	MPC	525.05	682.55	
	Astro			
	SOQ	963.00	1251.90	
	CHQ	636.65	827.65	
	Newport			
	SED	2011.15	2614.50	
	LSD	898.15	1167.60	
	CHD	494.70	643.10	
	Miscellaneous Seating			
	SO1	892.00	1159.60	
	OCU	549.45	714.30	
	OCW	1074.55	1396.90	
	OCY	267.60	347.90	
	Ottomans			
	OSA	425.75	553.50	
	OTP	474.30	616.60	
	OTM	531.15	690.50	
	OTH	162.10	210.75	
	OTD	150.00	195.00	

COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
	Cocktail Tables			
	C1E	377.10	490.25	
	C1F	344.70	448.10	
	C1C	354.75	461.20	
	C1M	344.60	448.00	
	End Tables			
	E1E	354.75	461.20	
	E1F	322.35	419.05	
	E1C	332.50	432.25	
	E1M	298.00	387.40	
	Lamps			
	LA1-floor lamp	210.85	274.10	
	LA2-table lamp	210.85	274.10	

Subtotal	$
6.250% Tax:	$
Amount Due:	$

Floor orders are subject to availability. Substitutions may be provided without prior notification.
Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

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EXECUTIVE FURNITURE

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Discount Deadline: April 9, 2012

CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
	Geo Tables - 29" High			
	CE2 (60"L)	575.80	748.55	
	CF2 (60"L)	555.50	722.15	
	CE1 (42"L)	397.30	516.50	
	CF1 (42"L)	377.10	490.25	
	Graphite Nebula - 29" High			
	CB2 (6'L)	620.40	806.50	
	CB3 (8'L)	752.15	977.80	
	CB1 (42"RND)	508.90	661.55	
	Mahogany - 29" High			
	CC6 (6'L)	575.80	748.55	
	CC7 (8'L)	709.60	922.50	
	CC8 (10'L)	1129.25	1468.05	
	CC5 (42"RND)	506.05	657.85	
	Miscellaneous Conf. Table - 29" High			
	CG1 (42"RND)	409.50	532.35	

CONFERENCE CHAIRS

Qty.	Item	Discount	Regular	Amount
	Panton			
	OTO	608.25	790.75	
	SC9	267.60	347.90	
	Luxor - Black Leather			
	XC3	498.75	648.40	
	XC2	541.30	703.70	
	XC1	575.80	748.55	
	Altura - Black Crepe			
	XC6	444.00	577.20	
	XC5	488.60	635.20	
	XC4	531.15	690.50	
	Brewer			
	SC3	237.25	308.45	
	SC2	237.25	308.45	
	Miscellaneous Chairs			
	SC8	221.00	287.30	
	SC1	253.40	329.40	
	SC4	253.40	329.40	
	SC6	310.25	403.35	

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Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
6.250% Tax:	$
Amount Due:	$

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Event Code: G150510512

EXECUTIVE FURNITURE

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Discount Deadline: April 9, 2012

BAR TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 42" High			
	VTN	344.70	448.10	
	VTM	344.70	448.10	
	30" Round x 42" High			
	VTK	332.50	432.25	
	VTJ	332.50	432.25	
	VTF	377.10	490.25	
	VTC	332.50	432.25	
	WTJ	421.60	548.10	
	WTF	464.30	603.60	

BARS

Qty.	Item	Discount	Regular	Amount
	Martini Bars - 47" High			
	BR1	1932.05	2511.65	
	BRC	5561.15	7229.50	

BAR STOOLS

Qty.	Item	Discount	Regular	Amount
	Ohio - Chrome, 31" High			
	BS3	253.40	329.40	
	BS2	253.40	329.40	
	BS1	253.40	329.40	
	Banana - Chrome, 30" High			
	BST	340.60	442.80	
	BSS	340.60	442.80	
	Oslo - 30" High			
	BSD	354.85	461.30	
	BSC	354.85	461.30	
	Miscellaneous			
	BSL (29"H)	269.65	350.55	
	BSN (29"H)	383.20	498.15	
	BCE (32"H)	314.25	408.55	

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Subtotal	$
6.250% Tax:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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EXECUTIVE FURNITURE

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Discount Deadline: April 9, 2012

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 29" High			
	ZTP	320.25	416.35	
	ZTN	320.25	416.35	
	ZTM	320.25	416.35	
	XTP	431.85	561.40	
	XTN	431.85	561.40	
	XTM	431.85	561.40	
	30" Round x 29" High			
	ZTK	287.90	374.25	
	ZTJ	287.90	374.25	
	XTK	397.30	516.50	
	XTJ	397.30	516.50	
	XTF	437.85	569.20	

ZTP-36"
ZTK-30"

ZTN-36"
ZTJ-30"

ZTM-36"

XTP-36"
XTK-30"

XTN-36"
XTJ-30"

XTM-36"

XTF-30"

STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
	Stacking Chair, 37" High			
	CS8	154.05	200.25	
	CS9	154.05	200.25	
	Altura - Black Crepe			
	SY1	277.75	361.10	
	DF1	411.55	535.00	

CS8

CS9

SY1

DF1

PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
	Product Display			
	PDF	555.50	722.15	
	PDH	575.80	748.55	
	PDK	620.40	806.50	
	PDL	634.55	824.90	
	BC6	474.30	616.60	
	BC7	464.30	603.60	
	ET1	474.30	616.60	
	ET2	474.30	616.60	
	Training Room			
	CP5	555.50	722.15	
	PO3	665.00	864.50	
	PO1	421.60	548.10	
	WD2	488.60	635.20	
	CO4	421.60	548.10	
	Lateral Files			
	L26	588.00	764.40	
	L27	555.50	722.15	
	Refrigerator			
	R1Q	387.25	503.45	

PEDESTALS	COLOR	SIZE
PDF	Graphite	24"Lx24"Dx36"H
PDH	Graphite	24"LX24"DX42"H
PDK	Graphite	30"LX30"DX42"H
PDL	Black	24"LX24"DX42"H

Graphite

PDL

BC6

BC7

ET1

ET2

CP5

PO3

PO1

WD2

CO4

L26

L27

R1Q

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
6.250% Tax:	$
Amount Due:	$

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Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: G150510512

EXHIBIT SOLUTIONS BOOTH RENTALS

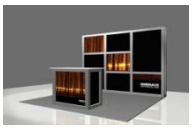
RadTech UV&EB
April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Discount Deadline: March 31, 2012

EXHIBIT BOOTH RENTALS

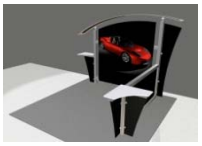
Code	Qty.	Description	Discount	Regular	Amount
The San Diego					
66250		10' x 10'	3191.85	4149.40	
66251		10' x 20'	5238.10	6809.55	
66252		10' x 30'	9821.40	12767.80	
The Chicago					
66253		10' x 10'	3069.30	3990.10	
66254		10' x 20'	4296.80	5585.85	
66255		10' x 30'	5830.70	7579.90	
The Salt Lake City					
66256		10' x 10'	1964.20	2553.45	
The Saint Louis					
66265		10' x 10'	1710.60	2223.80	
The Las Vegas					
66268		20' x 20' Island	11450.20	14885.25	
The Phoenix					
66269		10' x 10'	3601.15	4681.50	
The Detroit					
66257		10' Truss Unit	8176.35	10629.25	

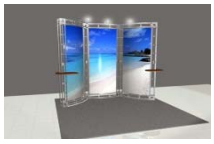
Code	Qty.	Description	Discount	Regular	Amount
The Los Angeles					
66259		10' x 10'	2118.85	2754.50	
66260		10' x 20'	3928.60	5107.20	
66261		10' x 30'	5933.75	7713.90	
The New York					
66262		10' x 10'	2782.80	3617.65	
66263		10' x 20'	5284.15	6869.40	
66264		10' x 30'	8020.80	10427.05	


Salt Lake City

Saint Louis

Las Vegas


The Phoenix


The Detroit

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652. Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
6.250% Tax:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

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Atlanta, GA 30318
Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: G150510512

EXHIBIT SOLUTIONS ACCESSORIES

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Discount Deadline: March 31, 2012

ACCESSORIES

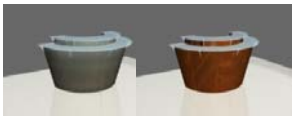
Code	Qty.	Description	Discount	Regular	Amount
		Showcases			
66270		Quarterview	1137.55	1478.80	
	Please choose color:	□ Black (06)	□ White (03)		
66271		Triangular	1039.50	1351.35	
	Please choose color:	□ Black (06)	□ White (03)		
66272		Square	1227.75	1596.10	
	Please choose color:	□ Black (06)	□ White (03)		
		Reception Counters			
66274		RC1	2440.05	3172.05	
	Please choose color:	□ Chrome (CH)	□ Wood (W)		
66275		RC2	901.75	1172.30	
	Please choose color:	□ Black (06)	□ White (03)		
66276		RC3	1956.10	2542.95	
		Computer Stands			
66285		CS1	1137.55	1478.80	
66286		CS2	662.95	861.85	
		Literature and Product Display			
66277		Gondola	602.40	783.10	
	Please choose color:	□ Black (06)	□ White (03)		
66278		GL1	1064.00	1383.20	
66279		GL2	1006.75	1308.80	
66280		LS1	321.30	417.70	
66281		LS2	212.75	276.60	
		Locking Cabinets			
66282		LC1	843.10	1096.05	
	Please choose color:	□ Black (06)	□ White (03)		
66283		LC2	1023.10	1330.05	
	Please choose color:	□ Black (06)	□ White (03)		
66284		LC3	622.00	808.60	
	Please choose color:	□ Black (06)	□ White (03)		

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Quarterview Showcase
4' 6" W X 1' 9" D x 3' 3" H

Triangular Showcase
1' 9" W x 1' 9" D x 7' H

Square Showcase
1' 9" W x 1'' 9" D x 7' H

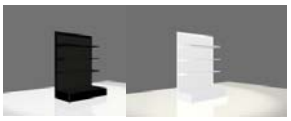


RC1
7' 9" W x 3' 5" D x 3' 9" H

RC2
4' 9" W x 2' 3" D x 3' 3" H

RC3
5' 3" W x 3' 3" D x 3' 6" H

CS1 *CS2*
CS1 - 3' W x 1' 9" D x 6' 3" H
CS2 - 2' 3" W x 1' 6" D x 6' 3" H

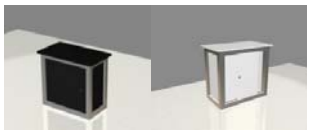


Gondola
3' 6" W x 1' 9" D x 5' H

GL1 *GL2*
GL1 - 5' 4" W x 1' 3" D x 8' H
GL2 - 4' 3" W x 1' 3" D x 7' H

LS1 *LS2*

LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H



LC3
3' 9" W x 2' 3" D x 3' 6" H

LC2 - 1.5 meters wide
5' W x 1' 9" D x 3' 6" H

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
6.250% Tax:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

CHICAGO AREA
UNION JURISDICTIONS

All exhibit and display work in the Chicago area must be done by union personnel.

There are six major unions that have jurisdiction over tradeshows. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to the can save you a substantial amount of money.

TEAMSTER UNION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth and remove and reload material at the close of the show. The only exceptions to this are, machinery, which is handled by the Riggers and Machinery Movers Union, and small items which can be easily carried by one man, in one trip, without the aid of flat trucks, dollies, etc.

Exhibitor may carry in small packages including pop-up booths provided they can be hand-carried by one person in one tripper booth.

MACHINERY MOVERS & RIGGERS

Riggers, as members of the union are usually referred to, handle all machines. This includes unloading machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and reskid machines and spot the machines in your booth.

The weight of your machine and its size dictate the number of riggers you will need. As an example, if you require a forklift you must have a full crew of riggers (three men). If the machine is small and can be handled by one or two men, you will not be required to use a full crew.

Exhibitors may carry computers or appliances provided it could be reasonably done by hand.

Exhibitors may remove small computers and appliances form the crate or box provided that it can be done without a forklift or any power equipment.

On computer equipment and small appliances, crew sizes for operations requiring a rigger will be determined by the size of the job. If only one man is needed to do the work, then only one rigger will be required.

CARPENTERS UNION

Carpenters handle the erection and dismantling of displays and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recreate machines for outbound loading.
Exhibitors may set up and dismantle pop-up displays in booths of 10'x10' or less. A pop-up display shall be defined as a display system of ten feet or less, that can be set up by one person in ½ hour or less, without the use of tools. Pop-us displays larger than 10 feet will require union labor.

CHICAGO AREA
UNION JURISDICTIONS

DECORATORS UNION

Decorators handle installation of signs, drape background, table skirting, and other items of a decorative nature that must be done after a display background is erected, such as photos, and framed and unframed pictures.

Exhibitors may hang their own corporate logos, small pictures and graphics when such items are designed to be attached by pre-set Velcro strips, permanently mounted hooks or snaps.

Exhibitors may set up and take down 10' x 10' displays ("pop-ups") if one person can accomplish the task in ½ hour or less without the use of tools.

Exhibitors may blow up balloons provided they are not used in the displays.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, and installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall.

GENERAL PROVISIONS

In each case where these rules indicate and "exhibitor may" do something, this is interpreted to mean a full-time employee of the exhibiting company (full time throughout the year. Verifiable documentation must be provided upon request).

Reasonable judgment must be used in determining when a task is so larger or so time consuming as to require professional union labor.

WHAT YOU CAN DO WITHOUT UNIONS IN THE CHICAGO AREA

Contrary to popular belief, exhibitors are allowed to do a few jobs in the comfort and privacy of their own booth. Hopefully this guideline will help.

Exhibitors are allowed to unpack and repack their own product. This does not mean that because your product is a 10 ton assembly line, and is shipped in pieces, that you can assemble it; it means that if you are displaying some type of merchandise that comes in boxes, you can unpack and set out for display providing no tools are required to open boxes. Exhibitors are allowed to do the technical work on their machines, example: fine line balancing, programming, additional electrical work, in most cases, and cleaning of the machines.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318
Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G150510512 **Discount Deadline: April 9, 2012**

LABOR ORDER FORM

RadTech UV&EB
April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

Are you requesting this labor for assembling your hanging sign? ☐ Yes ☐ No
How many laborers will you require? _____ Installation _____ Dismantling
Date of installation: _____ Requested start time: _____ Est. Hours ____
Date of dismantling: _____ Requested start time: _____ Est. Hours ____

I will need Shepard Supervised Labor for (please check one):
◯ Installation ◯ Dismantling ◯ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	89.00	115.70	30% **	
68067		OT	133.50	173.55	30% **	
68068		DT	178.00	231.40	30% **	

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

I will need Exhibitor Supervised Labor for (please check one):
◯ Installation ◯ Dismantling ◯ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	89.00	115.70	
68061		OT	133.50	173.55	
68062		DT	178.00	231.40	

Dismantle: 68063/68064/68065
Sup install: 68069 Sup dismantle: 68073

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; All day Saturday
DT - Double time: All day Sunday, all other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	178.00	231.40	

Booth size: _____ ft. x _____ ft. = _____
Carpet install date/time: _____

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal $
N/A Tax: $
Amount Due: $

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____
# of pieces: _____ Weight of Shipment: _____
Is shipment? ☐ Crated ☐ Uncrated
Tracking/Pro #: _____
Estimated arrival date: _____
Shipment to arrive at: ☐ Warehouse ☐ Show site

Outbound Freight Information

Carrier Company Name: _____
Deliver Shipment To: _____
Address: _____
City, ST, Zip: _____
Type of Service (air, van line, ground, etc.): _____
If for any reason your shipment is not picked up by your carrier, please choose one of the following options:
Force freight through preferred carrier: ☐
Send shipment back to Shepard warehouse: ☐ ($400 min. fee)

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____
Forklift required? ☐ Yes ☐ No
Carpet is? ☐ owned ☐ rented from Shepard
Carpet padding? ☐ Yes ☐ No
Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

Services You Have Ordered (please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment
☐ Booth Cleaning ☐ Telephone/Internet
Electrical Information:
☐ Electrical should go under the carpet (diagram is attached)
☐ Electrical drawings are attached
☐ Electrical drawings are with exhibit in crate number
☐ Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
Hotel: _____
Arrival date/time: _____
Departure date/time: _____

Please complete the following:
Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G150510512

GROUND RIGGING/FORKLIFT RENTAL

RadTech UV&EB
April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Discount Deadline: April 9, 2012

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____
Requested date/time: _____ (times are not guaranteed)
Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	329.35	428.25	
35039		Overtime Hourly Rental	407.25	529.50	
35067		Double-time Hourly Rental	485.10	630.75	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	658.70	856.25	
35049		Overtime Hourly Rental	814.45	1058.75	
35069		Double-time Hourly Rental	970.20	1261.25	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	988.05	1284.50	
35066		Overtime Hourly Rental	1221.70	1588.25	
35070		Double-time Hourly Rental	1455.30	1892.00	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; All day Saturday
DT - Double time: All day Sunday, all other hours and holidays

PLEASE NOTE:

Rate structure includes lift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	111.25	144.65	
35086		Overtime Hourly Rate	166.88	216.95	
35099		Double-time Hourly Rate	222.50	289.25	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	89.00	115.70	
35100		Overtime Hourly Rate	133.50	173.55	
35101		Double-time Hourly Rate	178.00	231.40	

PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Subtotal	$
N/A Tax:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G150510512

SIGN ORDER FORM

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Discount Deadline: April 9, 2012

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	180.25	234.35	
70010		Horz., 22" x 28"	180.25	234.35	
70011		Vertical, 28" x 44"	274.70	357.10	
70012		Horz., 28" x 44"	274.70	357.10	
70025		Meterboard, 39" x 90.75"	555.85	722.60	
Accessories					
70017		Blank Foamcore, 4'x 8'	49.00	63.70	
70021		Velcro, per ft, min. 5 ft.	3.20	4.15	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	22.90	29.75	
70071		grommets, per sq. ft. - Horizontal	22.90	29.75	
70066		Pockets, per sq. ft. - Vertical	24.55	31.90	
70072		Pockets, per sq. ft.- Horizontal	24.55	31.90	
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	53.90	70.05	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name:		**Booth #:**	
Contact Name:		**Phone #:**	
Authorized Signature:			

Subtotal	$
6.250% Tax:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Graphic files/requests must be received by discount deadline date to qualify for discounted prices.
There are no exchanges or refunds once sign has been ordered and processed.

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

~ CD-ROM
~ Email attachment (4 mgs or smaller only)
~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:
Exhibitor Co. Name, Booth #, Show Name, Show Date

Artwork Dimensions & Color Specifications

~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Acceptable Software & Formats

~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
~ Files should be formatted in high-resolution quality, 100-300 dpi
~ Vector-based artwork preferred with fonts converted to outline

Other Graphic Services Available

~ Artwork/graphic design serivces (70067)
~ Logo reproduction (70052)
~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858
Shepard Logistics Fax: 404-720-8733
Shepard Logistics Email: logistics@shepardes.com
Event Code: G150510512

SHEPARD LOGISTICS SERVICES

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

▪ **Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.**

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

_____

_____

(City) (State) (Zip)

SHIP TO

☐ I will be shipping to the **WAREHOUSE**

(Company Name, Booth #)
RadTech UV&EB
c/o UPSF/Jeka Transport
2500 Loomis St
Chicago, IL 60608

Warehouse Deadline April 23, 2012
Date

☐ I will be shipping to **SHOW SITE**

c/o Shepard Exposition Services
(Company Name, Booth#)
RadTech UV&EB
Hyatt Regency Chicago
151 East Wacker Dr
Chicago, IL 60601

Delivery date: April 29, 2012

TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

SHIPPING INFORMATION

Items to be shipped
Number of Pieces **Est. Weight**

____	Crates	
____	Cartons (cardboard)	
____	Cases/Trunks (fiber) (color) _____	
____	Skids/Pallets	
____	Carpet (color) _____	
____	Other _____	
____	Total Pieces **Total Wt.**	

Declared Value $ _____
Available at exhibitors' expense at the rate of $1.00 per $100.00 of value declared. Minimum charge of $10.00.

Size of largest piece: L _____ W _____ H _____
Loading Dock ☐ Yes ☐ No Lift Gate _____
Residential _____ Inside Pick up _____ Inside Delivery _____
Special Instructions: _____

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

_____

_____

_____

Contact Name: _____
Phone: _____
Deliver By Date: _____
Number of labels: _____
Special Instructions: _____

TRANSPORTATION CHARGES

Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐ MasterCard ☐ VISA ☐

Credit Card #: _____
Expiration Date: _____ Security Code: _____
Billing Address: _____
City, ST, Zip: _____
Name on Card: _____

Authorized Signature: _____

FAX COMPLETED FORM TO 404-720-8733

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Email: _____ **Fax #:** _____
Authorized Signature: _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

SHIPPING LABELS

RadTech UV&EB

ADVANCE SHIPPING ADDRESS LABELS

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o UPSF/Jeka Transport

2500 Loomis St

Chicago, IL 60608

Delivery Hours: M-F, 8-4:30 PM

For: **RadTech UV&EB**

First day freight can arrive w/o a surcharge:
April 2, 2012
Last day freight can arrive w/o a surcharge:
April 23, 2012

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o UPSF/Jeka Transport

2500 Loomis St

Chicago, IL 60608

Delivery Hours: M-F, 8-4:30 PM

For: **RadTech UV&EB**

First day freight can arrive w/o a surcharge:
April 2, 2012
Last day freight can arrive w/o a surcharge:
April 23, 2012

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Hyatt Regency Chicago

151 East Wacker Dr

Chicago, IL 60601

For: **RadTech UV&EB**

MUST NOT BE DELIVERED PRIOR TO:

April 29, 2012 @ **11:00 AM**

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Hyatt Regency Chicago

151 East Wacker Dr

Chicago, IL 60601

For: **RadTech UV&EB**

MUST NOT BE DELIVERED PRIOR TO:

April 29, 2012 @ **11:00 AM**

HANGING SIGN SHIPPING ADDRESS LABELS

HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

RUSH

Shepard

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o UPSF/Jeka Transport
2500 Loomis St
Chicago, IL 60608

Delivery Hours: M-F, 8-4:30 PM

For: **RadTech UV&EB**

First day freight can arrive w/o a surcharge:
April 2, 2012
Last day freight can arrive w/o a surcharge:
April 23, 2012

RUSH

Shepard

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o UPSF/Jeka Transport
2500 Loomis St
Chicago, IL 60608

Delivery Hours: M-F, 8-4:30 PM

For: **RadTech UV&EB**

First day freight can arrive w/o a surcharge:
April 2, 2012
Last day freight can arrive w/o a surcharge:
April 23, 2012

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G150510512

MATERIAL HANDLING AUTHORIZATION

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: □ Advance Warehouse □ Direct to Show Site
We plan to ship on (date): _____
Our materials should arrive on (date): _____
Carrier Name: _____ Pro #: _____
Origin of Shipment (city, state): _____
Please provide a contact name and number for any questions Shepard may have in regards to this shipment:
Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping.*

To set up your ***Signature Series Shipping,*** please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. ***Signature Series Shipping*** does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for ***Signature Series Shipping*** .

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Standard Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$150.50	$225.75	$195.75		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
Advance Shipments to Warehouse					
	$163.50	$212.50			
	Crated	Special Handling			
	35010 / 35013	35036			
Pieces	**Specialized Carrier Shipment (small packages under 50 lbs.)**				
	$81.75	$163.50			
	Each carton	Min. per shipment			
	35048	35045			

Signature Series Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$135.50	$203.25	$176.25		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391/ 35399	35394 / 35402		
Advance Shipments to Warehouse					
	$147.25	$191.50			
	Crated	Special Handling			
	35393 / 35397	35392 / 35401			
Overtime					
	Overtime: 30% fee for every overtime application			30%	

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

Subtotal	$
N/A Tax:	$
Amount Due:	$

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G150510512

MATERIAL HANDLING INFORMATION

RadTech UV&EB

April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING — **Rate as shown on Material Handling Authorization Form**

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

OVERTIME — **Surcharge: 30%** — **35301**

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

LATE SHIPMENTS — **Surcharge: 25%** — **35003**

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

UNCRATED SHIPMENTS — **Rate as shown on Material Handling Authorization Form**

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES — **Surcharge: 15%** — **35004**

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

PADDED VAN DELIVERIES — **Surcharge: $8.00/CWT** — **35041**

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

MARSHALING YARD — **Surcharge: Maximum $25.00** — **35250**

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a fee per shipment processed through the marshaling yard.

REWEIGH OF SHIPMENTS — **Surcharge: $25.00 per forklift load** — **35282**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE — **Surcharge: $10.00 per piece, Minimum $40.00** — **35105**

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

ENVELOPE DELIVERIES — **Surcharge: $10.50 per envelope** — **35007**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

SECURED STORAGE — **Surcharge: $.80/sq. ft., Minimum $20.00** **Min. one-hour labor fee for each trip** — **35400**

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show.

ACCESSIBLE STORAGE — **Surcharge: Based on applicable Labor rate (refer to labor order form).** — **35166**

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

WAREHOUSE STORAGE

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

Return to Warehouse Service Fee — **Surcharge: $20.00 per CWT, Minimum $400.00** — **35005**
(crated materials only, uncrated materials will not be accepted at warehouse)

Storage per month — **Surcharge: $10.00 per CWT, Minimum $100.00** — **35006**

MOBILE SPOTTING FEE — **Surcharge: $150.00 round trip** — **35106**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.

Shepard Exposition Services

MATERIAL HANDLING 101

RadTech UV&EB

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. ***Material handling*** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SPECIALIZED CARRIER (SMALL CARTON CARRIER)

What are specialized carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service **AND** do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 50 lbs.

How do I calculate my specialized carrier shipment?

Charges for specialized carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier, and here's why:

- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volume discounted shipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G150510512 **Discount Deadline: April 9, 2012**

OVERHEAD RIGGING/HANGING SIGN

RadTech UV&EB
April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Ceiling height in the exhibit hall is 10'

RIGGING GUIDELINES

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead rigging/hanging must be assembled, installed, and removed by Shepard Exposition Services certified riggers. Please complete the Labor Order Form to have your sign/truss assembled. Include set-up instructions for fixtures needing assembly.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

RIGGING CREW

Installation

Code	Est. Hours	Description	Advance	Regular	Amount
69001		ST	669.20	869.95	$
69002		OT	793.80	1031.95	$
69005		DT	918.40	1193.90	$

Dismantling

Code	Est. Hours	Description	Advance	Regular	Amount
69003		ST	669.20	869.95	$
69004		OT	793.80	1031.95	$
69006		DT	918.40	1193.90	$

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 4:30 PM
DT - Doubletime: All other hours and holidays

Total Estimated Install/Dismantle: $
N/A Tax: $
Estimated Amount Due: $

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.
Straight time cannot be guaranteed. Must order by discount deadline date to receive advance pricing.
Other charges may apply, please refer to Rigging Supplies Pricing Form for list of items.

SIGN DESCRIPTION, SIZE & WEIGHT

- For all hanging signs (excluding banners), please provide detailed drawing (blueprint if available) so hanging anchor points can be determined.

Type: ☐ Cloth ☐ Wood ☐ Metal ☐ Truss ☐ Other: _____

Shape: ☐ Square ☐ Triangle ☐ Rectangle Other: _____

Size: Height _____ Length _____ Width _____

Weight: _____

PLACEMENT DIAGRAM

Please use the diagram below to show us the placement of your sign/truss.

_____ feet in from back aisle # _____

_____ feet in from the left of aisle # _____

_____ feet in from the right of aisle # _____

_____ feet in from front aisle # _____

# of feet from floor to top of sign: _____

REQUESTED DATE/TIME & SUPERVISION

Please choose type of supervision:

☐ Shepard Supervision
☐ Exhibitor Supervision
☐ Display House (EAC)

If not choosing Shepard Supervision, please request date and time.

Install: Date: _____ Time: _____
Dismantle: Date: _____ Time: _____

Please note: Date/times are not guaranteed.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318
Exhibit Solutions Sales Phone: (404) 720-8652
Exhibit Solutions Sales Fax: (404) 720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: G150510512

CUSTOM HANGING SIGN RENTAL

RadTech UV&EB
April 30 - May 2, 2012
Hyatt Regency Chicago
Chicago, Illinois

Discount Deadline: April 9, 2012

Want to *STAND OUT* on the show floor?
Be seen by more attendees with a custom hanging sign rental!

- Hanging Sign Rental includes graphics as noted, frame hardware and harness.
- Complete the "Overhead Rigging" order form to order rigging. (Labor and additional hardware to hang sign are NOT included in rate below.)
- Orders received after the discount deadline date are subject to availability and will be charged regular prices.

STANDARD FRAMING, SIZES AND FABRIC

The Single Curve Hanging Sign

Code	Qty.	Description	Discount	Regular
69131		11.75'x3.25' curve/fabric - No Graphic	1,236.55	1,607.50
69132		11.75'x3.25' curve/fabric - Single-sided Graphic	2,124.10	2,761.35
69133		11.75'x3.25' curve/fabric - Double-sided Graphic	2,878.20	3,741.65

The S-Shape Double Curve Sign

Code	Qty.	Description	Discount	Regular
69134		23.5'x3.25' S-Shape - Single-sided Graphic	5,789.65	7,526.55
69135		23.5'x3.25' S-Shape - Double-sided Graphic	7,816.00	10,160.80

The Football Shape Sign

Code	Qty.	Description	Discount	Regular
69130		11.75'x3.25' Football - Graphic Outside Only	4,131.35	5,370.75

We Make Exhibiting EZ!

Contact us for multi-show rentals, custom exhibit needs, additional hanging sign options and more!!
EXHIBIT SOLUTIONS: lrubin@shepardes.com
404-720-8652

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	$
6.250% Tax:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellations will only be accepted 7 days prior to move-in if graphic been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.

RADTECH
UV&EB
2012
TECHNOLOGY EXPO AND CONFERENCE
April 30 - May 2, 2012
Hyatt Regency Chicago - Chicago, Illinois
The world's largest event dedicated to the educational, technical, and scientific advancement of ultraviolet (UV) and electron beam (EB) technologies

Attendee Interactive is pleased to offer Lead Scanner Rental for RadTech 2012

Hand-held Lead Scanner

The Hand-held Lead Scanner is a small, portable barcode reader used to scan the badges of potential customers to create a data file of all the attendee's badge information. Each scan is displayed on the graphic LCD screen and stored with the time and date of the scan. After the show closes, our staff transfers the data file into an Excel spreadsheet and emails it to the contact person of your choice within 48 hours.

The lead retrieval scanner is programmed with 7 standard qualifiers which can be checked as badges are scanned:

- Final Say
- Recommend
- Specify
- Schedule
- Phone Call
- Send Literature
- Demonstration

After scanning the badge, the qualifiers can be quickly and easily selected using the thumbwheel. Selected qualifiers are included in the customer's badge data.

RADTECH
2012
UV&EB
TECHNOLOGY EXPO AND CONFERENCE
April 30 - May 2, 2012
Hyatt Regency Chicago - Chicago, Illinois
The world's largest event dedicated to the educational, technical, and scientific advancement of ultraviolet (UV) and electron beam (EB) technologies

LEAD RETRIEVAL ORDER FORM

Order now to help maximize your trade show investment!

FINAL ORDER DEADLINE IS 4/16/12

	On or before 4/2/12	After 4/2/12	Quantity	Total
Lead Scanner Handheld unit reads barcodes printed on attendee badges	**$285**	**$335**	_____	_____
Delivery All units must be picked up at the exhibitor services desk unless delivery arrangements are made	**$100**	**$100**	_____	_____
6.25% IL Sales Tax			**6.25% Tax**	_____
			Total	_____

Contact Information:

Exhibiting Company: _____

Contact Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

Phone: _____ Booth #: _____

Email: _____

You will receive an order confirmation via email—add terri@attendeeinteractive.com to your safe-sender list.

Payment Method:

□ Check (Must be mailed with order, made payable to Attendee Interactive, LLC)

Mail Orders to: Attendee Interactive, 2205 Warwick Way, Suite 110, Marriottsville, MD 21104

□ Visa □ MC □ AMEX

Card #: _____ Exp: _____

Signature: _____

Fax Credit Card Orders to: 410.480.1892

Questions? Contact Us:

410-480-8148 x300

leads@attendeeinteractive.com

ATTENDEE INTERACTIVE

CONFERENCE MANAGEMENT SOFTWARE

FREEMAN
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
APRIL 13, 2012

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

RADTECH 2012
APRIL 30 - MAY 02, 2012 • Hyatt Regency Chicago

NAME OF SHOW: _____

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Electrical Assistance, please contact Bob Schuenemann at 312-239-4678 or email at:bschuene@hyatt.com.

For fast, easy ordering go to www.myfreemanonline.com

ELECTRICAL OUTLETS (Single Phase)

Part #	Description	QTY	Discount Price	Standard Price	TOTAL
40715	1500 Watts (120 volts) (Standard Service Quad Box)	_____	173.60	225.00	= $ _____
40915	15 Amps (208 volts) (1 HP)	_____	Quoted on	Request	= $ _____
40930	30 Amps (208 volts) (5 HP)	_____	Quoted on	Request	= $ _____

ELECTRICAL OUTLETS (Three Phase)

Part #	Description	QTY	Discount Price	Standard Price	TOTAL
401015	15 Amps (208 volts) (Heavy Duty Service Unit)	_____	Quoted on	Request	= $ _____
401030	30 Amps (208 volts) (Heavy Duty Service Unit)	_____	Quoted on	Request	= $ _____

Above 30 Amps or 208 Volts Call for Quote.

Special Instructions

_____

_____

_____

_____

_____

ELECTRICAL EQUIPMENT

Part #	Description	QTY	Discount Price	Standard Price	TOTAL
403010	Extension Cord	_____	19.30	32.05	= $ _____
4019155	8' Light Tree (150 Watts) (W/ 2 Floods--Includes Power)	_____	141.40	180.00	= $ _____
40305	Power Strip - #40-30-5 (5 HP)	_____	26.25	34.45	= $ _____

TOTAL COST

Outlet(s)	**$** _____
Equipment	**$** _____
Tax 8% (Rental)	**$** _____
GRAND TOTAL	**$** _____

PLEASE NOTE

- Outlet prices for 120 Volt power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please see the Electrical Labor order form for rates and instructions.
- **A scaled floor plan is required for orders with multiple outlet locations and/or island booths.** Submit a scaled floor plan indicating a main power drop, exact outlet locations (with wattage or amperage) complete with dimensions and booth orientation indicating surrounding aisle or booth numbers. See example on reverse. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details.

Labor Is Required For:

1. **Floorwork** - Distribution of electrical under carpet and flooring.
2. **Boothwork** - Distribution of electrical overhead (more than one drop location in your booth) and/or through booth structure.
3. **Hook Up** - Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.
4. **Lighting** -
   a) Assembly and installation of all lighting to exhibit structure.
   b) Assembly, installation and dismantle of electrical headers and/or light boxes.
5. **Cabling** - Coaxial and/or communication cable distribution within booth. (Exhibitor must supply cable).
6. **Mounting** of single monitors over 6' (to include plasma AV screens, LCD & CRT) and installation of hanging brackets.
7. **Please also submit the Freeman Method of Payment Form with credit card information.** Floorwork can only be completed in advance with a credit card on file and upon receipt of an acceptable floor plan and authorization to proceed. It is highly recommended to choose this option so that work is completed prior to your arrival and booth set up can begin immediately.

FREEMAN electrical service

F R E E M A N

Attn: Bob Schuenemann
c/o Hyatt Regency Chicago
151 East Wacker Drive, Chicago, IL 60601
Phone: 312-239-4678 Fax: 312-239-4682
Email: bschuene@hyatt.com

ELECTRICAL SERVICES

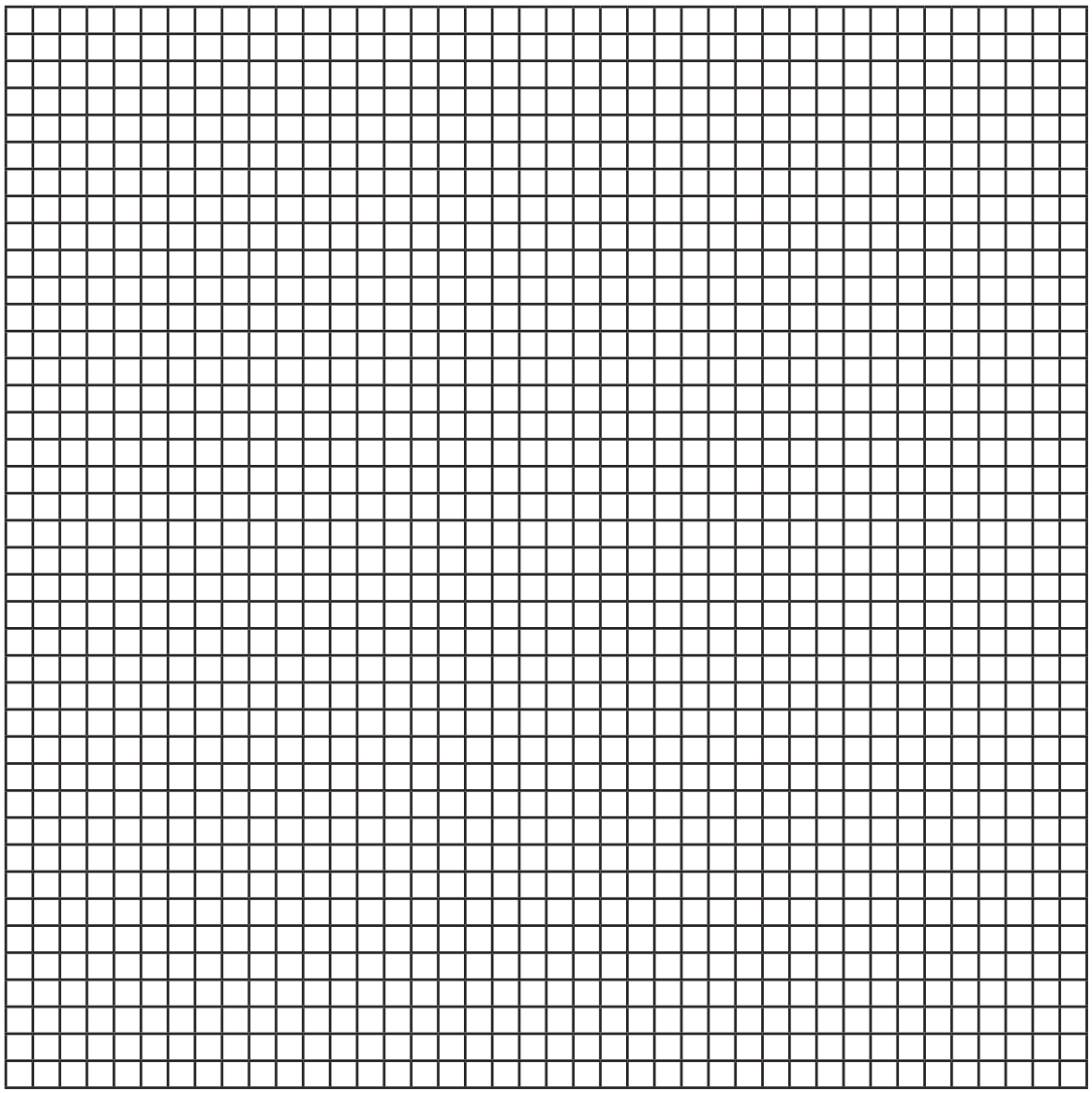
The grid below may be printed to layout your electrical requirements for booths up to 40' x 40' or used to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** (Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/ desk or in another location that keeps it out of sight.) Please provide specific dimensions.
2. **Location and load to all outlets.** Please provide specific dimensions and wattages/amperages. *Please do not simply place an X where your power is required*.
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

Show Name: _____ Dates: _____

Company Name: _____ Booth #:_____

Adjacent Aisle or Booth # _____



Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____

A measurement scale can be applied as necessary to reflect the size of your booth. (Minimum: 1 square = 1 foot)

SCALE: 1 SQUARE = _____FOOT/FEET or _____INCHES

Revised 9-07 PROJECT #: 14-278651

ELECTRICAL SERVICES
Conditions and Regulations

1. Deadline Date: Your order must be received not later than 14 days before opening day to insure installation in time for the opening of the show. A 35% penalty on basic charges will apply on all orders received after the deadline date. Saturdays, Sundays, and Holidays are not included in this 14 day period.
2. Wall, column, and permanent utility outlets are not to be used by the exhibitor and are not part of the booth space.
3. All lighting displays, electrical appliances, motors, and other types of electrical equipment, must be wired to meet the City of Chicago Electrical Code.
4. All motors must be equipped with a safety switch as a point of disconnect and overload protection.
5. All equipment and material must use 3-wire grounded type cord. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Use of open clip sockets, latex or lamp cord wire duplex or triplex attachment plugs in exhibits are prohibited.
7. Claims will not be considered unless filed in writing by the exhibitor by the close of the exhibition.
8. Under no circumstances shall anyone other than the show electrician make electrical connections.
9. Rates are based on prevailing union contracts and are subject to change without notice.
10. Installing of ball lights, hanging of electrical headers, or any other type of electrical fixtures, special wiring etc. must be done by show electrician on a time and material basis.
11. Electrical power for show lights and displays will be turned on one hour prior to show opening time, and turned off at show closing time daily. If power is required before or after, special arrangements must be made at least 24 hours in advance. Minimum labor charges is 1 hour.
12. The chief Electrician has the power to refuse connection where wiring constitutes a fire hazard.
13. All material and equipment furnished by the contractor on this service order shall remain its property and shall be removed by the contractor after the close of the show. All equipment on a rental basis only.
14. Rates quoted for all connections cover the bringing of service (unless otherwise noted) to the booth in the most convenient manner and do not include connecting equipment or special wiring.
15. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, and/or wattage.
16. Exhibitors must check in at the electrical service desk before assembling their exhibits requiring electrical power or labor.

Electrical Labor

All work Done after 4:00 p.m. Monday thru Friday, and all day Saturday, Sunday, and holidays is at Double Time Rates. Labor will be charged in one half hour increments.

Full payment of rental charges must accompany your order to qualify for discount rates. All others received at service desk will be charged at standard prices. Service charge of 1-1/2% per month on unpaid balance will be made starting 30 days after date of invoice. American Express, VISA, and MasterCard welcome. All prices applicable to 6% transaction tax.

50% Charge for cancellations.

Electrical Regulations for Temporary Wiring of Booths and Exhibits

In addition to the provisions of Section 88-750 of the Chicago Electrical Code the following regulations shall be enforced by the electrical inspectors or the Electrical Inspection Section on all booths or temporary exhibits in all locations in the City of Chicago where such exhibits, shows, or meetings are held.

1. No exhibitor shall make any electrical installation, nor shall he make any electrical connection of any appliance or equipment to the building electrical system.
2. All electrical connections to the building electrical system or extension thereto shall be made by the building electrician.
3. If outside electrical contractor is to be used, (a) Licensed by the City, and (b) before any work is started, an electrical permit must be secured from the Electrical Inspection Section.
4. Extensions to the building electrical system shall be made by three wire flexible cord, Type SO, or equal, in lengths so arranged that there will be more than one coil, 2 feet in diameter, of excess cord.
5. No cord shall be run across any space where subject to traffic unless the cord is encased in a substantial enclosure, specially approved for the purpose.
6. Termination of extensions to the building electrical system shall bein assemblies specifically approved for the purpose by the Electrical Inspection Section.
7. All electrical equipment or appliances connected to the building electrical system or extensions thereto in booths or displays shall be (a) listed and labeled by a nationally recognized standard testing laboratory, or (b) specifically approved by the Electrical Inspection Section.
8. No electrical equipment shall be attached to or supported from booth dividers.
9. Permanently installed wiring on all booths or displays shall be encased in an approved metal raceway, where flexibility is necessary, such as between booth sections and at connection points to the building electrical system or supply points. Type SO cord or equal in lengths not to exceed six feet, equipped approved attachment plugs may be utilized.
10. All splices and terminations shall be made in an approved metal enclosure.
11. There shall be no exposed live metal parts.
12. All flexible cords shall be three wire, Type SO or equal, unless such cord is a component part of an assembly which specifically approved. No two wire extension cords are allowed.
13. All exposed, non-current carrying metal parts of the electrical instlalation shall be effectively grounded.
14. No electrical equipment or appliances which under normal operating conditions attain a surface temperature in excess of 90 degrees C or 194 degrees F shall be mounted on or supported from any combustible material, unless separated therefrom by a substantial non-combustible material.
15. Lighting fixtures or other appliances or equipment equipped with other than Type SO cord or its equal will be accepted provided the complete assembly including the cord is listed and labeled by a nationally recognized standard testing laboratory.
16. No clamp-on fixtures of any type will be allowed.
17. The exhibitor is responsible for all electrical equipment and is totally responsible for any liability involving same.
18. All exhibits using electrical equipment and wiring are subject to final inspection by the Electrical Inspection Section.

Freeman offers rental of extension cords and plug molds which provide safety approved multiple plug-in capacity.

F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
APRIL 13, 2012

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

RADTECH 2012

NAME OF SHOW: ***APRIL 30 - MAY 02, 2012 • Hyatt Regency Chicago***

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to www.myfreemanonline.com

By signing and delivering this form to Freeman, customer agrees to all terms and conditions printed on this form and on the Electrical Service Order Form.

Electrical Labor Rates:

Straight Time: Monday-Friday 8:00 a.m. - 4:30 p.m. $132.50

Over Time: Monday-Friday 4:30 p.m. - 8:00 a.m.;
All Day Saturday, Sunday and Holidays.....$ 227.90

PLEASE SUBMIT A FLOOR PLAN OF ALL BOOTHS 20' X 20' OR LARGER INDICATING PLACEMENT OF ELECTRICAL SERVICE.

INSTALLATION

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total	
Tax	N/A
Total	

DISMANTLE

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total	
Tax	N/A
Total	

THERE WILL BE A ONE TIME LABOR CHARGE TO INSTALL/DISMANTLE ALL AUDIO VISUAL EQUIPMENT

Freeman requires 100% of amount owed, including applicable tax, to be paid either in advance or at showsite. Payments must be made in U.S funds. Invoices can be paid by company check, Visa, MasterCard, American Express, Diners Club, or Discover. Payment for all labor and services ordered by the exhibitor, his display house, or third parties is the responsibility of the exhibitor. Your showsite representative should be made aware of this policy and have means of payment. Otherwise, service will be denied. Mail the advance payments with order forms to the address above. Payments should be made payable to Freeman. Show name and booth number should be noted on all advance payments so they will be properly credited. Please indicate method of payment. This section must be completed before your orders can be processed. A credit card authorization is required as a deposit against additional rentals and/or labor. Payment of any balances may also be made by company check, but a credit card authorization must be on file. Any balances outstanding at move-out will be charged to your credit card. Prices subject to change without notice.

METHOD OF PAYMENT FORM MUST BE INCLUDED WITH YOUR ORDER

F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
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INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

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NAME OF SHOW: ***APRIL 30 - MAY 02, 2012 • Hyatt Regency Chicago***

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to www.myfreemanonline.com

Hot and Cold Water and Drainage are strategically located at five positions in Riverside Center, each capable of serving up to 20 booths. All prices include single hook-up. Please include a sketch or blue print showing service location in booth. All prices subject to a 8% rental tax. 50% charge for cancellations.

ALL ORDERS SUBJECT TO GENERAL INFORMATION AS SET FORTH ON REVERSE SIDE

Freeman requires 100% of amount owed, including applicable tax, be paid in advance. Invoices can be paid by company check, VISA, MasterCard, American Express, Diners Club or Discover. Payment for all labor and services ordered by the exhibitor, his display house, or other third parties, is the responsibility of the exhibitor. **Your showsite representative should be made aware of this policy and have means of payment, otherwise, service will be denied. To qualify for discount prices, orders - accompanied by full payment must be received by APRIL 13, 2012** Mail the advance payments with order forms to the above address. Payments should be payable to Freeman. Show name and booth number should be noted on all advance payments so that they will be properly credited. Please indicate method of payment. **The Method of Payment and the Order Form must be completed before your orders can be processed. A credit card authorization is a deposit against additional charges incurred and/or labor.** Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your credit card. Prices subject to change without notice.

Installation Labor Rates per hour
Monday thru Friday
8:00 a.m. to 4:30 p.m. .....$ 77.20
After 4:30 p.m. Weekdays,
and all day Weekends .....$ 154.35

Please indicate services desired:

AIR One time charge

90 psi delivered in 3/8" ID hose
Indicate pipe end of equipment

Discount Price/Standard Price

☐ Air at $275.65 / $441.00 each $_____
please provide your own regulator
☐ CFM

WATER One time charge

80 psi delivered hose will have
3/4" garden hose connection
Indicate pipe end of equipment

Discount Price/Standard Price

☐ Hot at $275.65 / $441.00 each $ _____
☐ Cold at $275.65 / $441.00 each $_____

DRAIN One time charge

Water hose 1-1/2" ID

Discount Price/Standard Price

☐ Drain at $275.65 / $441.00 each $ ____

SUBTOTAL:
AIR/WATER/DRAIN $_____

CABLE HOOK-UP

Discount Price/Standard Price

☐ Hook-up at $200.00 / $250.00 each $____

Special Instructions:
Add 8% rental tax

_____
_____
_____
_____

PROJECT#: 14-278651

3-2005 Revised 7-05

FREEMAN compressed air - water - drain

The plumbing service rates listed on the reverse side of this form cover only the plumbing service where specified and in the most convenient manner plus the removal of those lines at the close of the exposition. If location of outlet is not specified, valves will be placed at the rear of the booth. Changes, special service or equipment will be charged at the prevailing rates for labor and material. Because of responsibility Facility Service Center must make all connections to and from the service lines brought to the booth.

Service rates are effective only when orders are received and exhibit material placed so that work can be completed on straight time. Orders for plumbing services should be sent in as promptly as possible since orders received within three (3) days prior to the opening of the exposition will be subject to 50% increase in the published rates. To avoid delay in installation, all equipment should be properly tagged and labeled with full information as to kind of service, size of line, etc. ready to connection.

Freeman nor Facility Service Center will not be responsible for moisture or water in the air lines. Exhibitor should supply their own filter or other equipment to handle moisture or water. FSC must have (15) days notice if they are to supply special regulators, strainers, traps, etc. Pressure for service listed may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have pressure regulator valve installed.

All material and equipment furnished for the service and connection to equipment is on a rental basis and is to remain the property of FSC; such material and equipment will be removed by FSC after close of the exposition.

Changes to order after installation and connections and disconnects to equipment form service valve will be additionally charged at labor and material rates quoted herein.

A completed METHOD OF PAYMENT form must accompany this order.

For technical questions please contact:
Bob Schuenemann, Chief Electrician
Hyatt Regency Chicago
151 East Wacker Drive
Chicago, IL 60601
(312) 616-6881

FREEMAN
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
APRIL 13, 2012

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

RADTECH 2012
APRIL 30 - MAY 02, 2012 • Hyatt Regency Chicago

NAME OF SHOW: _____

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

Standard telephone service consists of one (1) house line through the hotel's NEAX 2400 System.
• Payment in full for installation must accompany orders.
• Exhibiting firm is responsible for all local and long distance telephone charges.
• A credit card is required to process order.
• An invoice listing individual bills will be available upon conclusion of show.

Freeman requires 100% of amount owed, including applicable tax, to be paid in advance or at showsite. Payment must be made in U.S. funds. Invoices can be paid by company check, VISA, MasterCard, American Express, Diners Club, or Discover. Payment for all labor and services ordered by the exhibitor, his display house, or other third parties, is the responsibility of the exhibitor. Your showsite representative should be made aware of this policy and have means of payment, otherwise, service will be denied. To qualify for discount prices, orders and full payment must be received by **APRIL 13, 2012**. Mail the advance payments with order forms to the above address. Payments for line and equipment should be made to Freeman. Show name and booth number should be noted on all advance payments so that they will be properly credited. The Freeman credit card authorization is a deposit against additional charges incurred and/or labor. Payment of any balances may also be made by company check while at the show, but a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your credit card. 50% charge for cancellations. Prices subject to change without notice.

Local Access, Internet Access & 800 Calls will be billed at:
• Per call access fee: $1.25 per call
• $ .27 per minute plus AT&T charges for long distance calls
• $ .12 / minute for all calls over 20 minutes in length

PLEASE PROVIDE COMPLETE INFORMATION BELOW:

Service Information:

Installation
Date _____ Day _____ Time _____

Removal
Date _____ Day _____ Time _____

Type of Service:
Telephone Line _____ Computer _____ Fax _____

Location in Booth (Specify or attach drawing) _____

Indicate Service Required:

Quantity		Discount	Standard	Total
_____	Telephone Line Installation Charge	$132.30 per line	$198.45	_____
_____	Telephone	$ 55.15	$ 82.70	_____
_____	Daily Phone Service per line per day	$ 82.70 per day		_____

Subtotal _____ ***+ Tax (14%)*** _____ ***=TOTAL COST*** _____

NOTE: Freeman requires a METHOD OF PAYMENT on file for above services and cannot be invoiced at a later date.

THE ENCLOSED HYATT CREDIT CARD AUTHORIZATION FORM **MUST BE ON FILE WITH THE HYATT REGENCY FOR PHONE SERVICE TO BE PROVIDED.**

Final Telephone call charges will be billed to this card by the Hyatt and cannot be invoiced at a later date.

THE FREEMAN METHOD OF PAYMENT FORM MUST BE INCLUDED WITH YOUR ORDER

THE HYATT CREDIT CARD AUTHORIZATION FORM MUST BE INCLUDED WITH YOUR ORDER

Revised 7-2007 PROJECT #: 14-278651

FREEMAN telephone service

HYATT REGENCY CHICAGO
151 EAST WACKER DRIVE
CHICAGO, IL 60601
Telephone: (312) 239-4408
Submit THIS form to: Fax: (312) 239-4409

CREDIT CARD AUTHORIZATION

I authorize the Hyatt Regency Chicago to charge my credit card for (Check Appropriate):

_____ Telephone Call Charges

Local Access, Internet Access & 800 Calls will be billed at:

- Per call access fee: $1.25 per call
- $.27 per minute plus AT&T charges for long distance calls
- $.12 per minute for all calls over 20 minutes in length\

NOTE: A photo copy of your credit card (front and back) is required to be attached for verification.

IMPORTANT: The telephone service order form must be completed & submitted to the fax number listed on that form.

==========

Name of Show: _____ Date of Show: _____

Exhibitor Name: _____ Booth Number: _____

Exhibitor Address: _____

_____

Exhibitor Phone: _____

==========

Type of Card (Check One)

American Express _____ Visa _____
MasterCard _____ Diners Club _____
Discover _____

The hotel may place a charge on my credit card for the estimated amount (14) days prior to my function.

Name On Card: _____

Card Number: _____ Exp. Date: _____

Total Estimated Charges: $_____ Phone Number:_____

Signature: _____ Date: _____

FREEMAN
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
APRIL 13, 2012
INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN cleaning

RADTECH 2012
APRIL 30 - MAY 02, 2012 • Hyatt Regency Chicago

NAME OF SHOW: _____

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

For fast, easy ordering go to www.myfreemanonline.com

CLEANING SERVICES

- Cleaning Services include vacuuming of booth area and emptying wastebasket at time of vacuuming.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- 100 sq. ft. minimum
- **Our exclusive cleaning contract with show management for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.**
- **Show Site Prices will apply to all cleaning orders placed at show site.**

VACUUMING *(per sq ft - 100 sq ft minimum)*

Qty (sq. ft.)	Part #	Description	Discount	Show Site Price	Total Price
_____	610100	Booth Vacuuming-One Time	.57	.75	_____
_____	610200	Booth Vacuuming-2 Days	1.13	1.45	_____
_____	610300	Booth Vacuuming-3 Days (Duration of Show)	1.70	2.20	_____

SHAMPOOING *(per sq ft - 100 sq ft minimum)*

Qty (sq. ft.)	Part #	Description	Discount	Show Site Price	Total Price
_____	630100	Shampoo Carpet-One Time	.80	1.05	_____
_____	630200	Shampoo Carpet-2 Days	1.60	2.10	_____

PORTER SERVICE *(per day)*

Qty (# days)	Part #	Description	Discount	Show Site Price	Total Price

- **Includes emptying of wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.**

_____	620500	Porter Service (1-500 sqft)	58.15	75.60	_____
_____	6201500	Porter Service (501-1500 sqft)	76.40	99.30	_____
_____	6202500	Porter Service (1501-2500 sqft)	96.40	125.30	_____
_____	6203500	Porter Service (Over 2500 sq. ft.)	Call For Quote		_____
_____	640300	Full Time Porter Service per hour	34.45	44.80	_____

TOTAL COST

_____ + _____ = $ _____
Subtotal **N/A %Tax** **Total Cost**

FREEMAN
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
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Email: FreemanChicagoES@freemanco.com

DEADLINE DATE
APRIL 13, 2012

RADTECH 2012
APRIL 30 - MAY 02, 2012 • Hyatt Regency Chicago

To authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE KIT.

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE: DATE:

EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME: BOOTH #:

EXHIBITING COMPANY ADDRESS: TFC#: (IF KNOWN)

CITY/STATE/ZIP:

PHONE: (EXT.) FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party.

- ☐ **BOOTH CLEANING**
- ☐ **UTILITIES**

THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE: (EXT.) FAX:

CONTACT'S EMAIL ADDRESS
iNVOICES WILL BE SENT BY EMAIL, PLEASE PROVIDE EMAIL ADDRESS OF THE PERSON WHO RECONCILES YOU INVOICES IF DIFFERENT THAN ABOVE.

THIRD PARTY CREDIT CARD AUTHORIZATION

☐ **AM EXP** ☐ **DISCOVER** ☐ **MASTERCARD** ☐ **VISA** ☐ **DINERS CLUB**

CREDIT CARD ACCOUNT NO.: EXP. DATE:

CARDHOLDER NAME: (PLEASE PRINT) CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

BILLING CITY/STATE/ZIP:

FREEMAN third party authorization

F R E E M A N
5040 West Roosevelt Road
Chicago, Illinois 60644-1436
(773) 473-7080 • Fax (469) 621-5603
Email: FreemanChicagoES@freemanco.com

DISCOUNT PRICE DEADLINE DATE
APRIL 13, 2012

RADTECH 2012

NAME OF SHOW: ***APRIL 30 - MAY 02, 2012 • Hyatt Regency Chicago***

COMPANY NAME: BOOTH #:

ADDRESS: BOOTH SIZE: X

CUSTOMER #

PHONE #: EXT.: FAX# :

SIGNATURE: PRINT NAME:

E-MAIL:

E-MAIL FOR INVOICE: ☐ CHECK BOX IF YOU ARE A NEW FREEMAN CUSTOMER

Invoices will be sent by email. Please provide email address of the person who reconciles your invoices if different from above.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL

☐ COMPANY CHECK

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. (**"U.S. FUNDS"** MUST BE PRE-PRINTED on Canadian checks.)
Please reference (278651) on your remittance.

☐ CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX 75202

Wire Transfer
ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer
Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACHE Direct Deposit
ABA # 111000012 ACCT# 1252039192 Freeman

Please reference Name of Show & Booth Number so we may properly credit your account.

☐ **AM EXPRESS** ☐ **MASTERCARD** ☐ **VISA**

Account No.: Exp. Date:

☐ Personal Credit Card ☐ Company Credit Card

Cardholder Name: (Print) Signature:

Cardholder Billing Address:

City/State/Zip:

E-MAIL ADDRESS FOR INVOICE NOTIFICATION:

ENTER TOTALS HERE

ELECTRICAL/ PLUMBING	TELEPHONE	CLEANING	COMPRESSED AIR/WATER/DRAIN	GRAND TOTAL

- **Remember to order in advance to save time and money. You may place your order by phone, fax or mail.**
- **Orders received without payment or after the deadline date will be charged at the standard price.**
- **Copies of invoices may be picked up from the Service Desk prior to show closing.**
- **If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative at (773) 473-7080**

FREEMAN method of payment

Networking Request Form

AVT EVENT TECHNOLOGIES

NOTE: ALL SECTIONS MUST BE COMPLETED

Client/Exhibitor Information

Group/Organization: _____ Event: _____

On-Site Contact _____ Requested by _____

On-Site Cell # _____ Phone # _____

Fax # _____ Fax # _____

E-mail Address _____ E-mail Address _____

Address _____ City_____ State_____ Zip_____

Service Request

BOOTH/NAME

DATES:					
Start Time:					
End Time:					

Note: All computers are required to receive a DHCP assigned IP address passing through NAT from the Hyatt/AVT network unless other arrangements have been discussed and agreed upon with AVT Event Technologies.

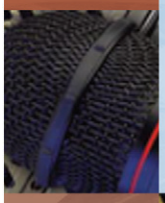
Cost Worksheet

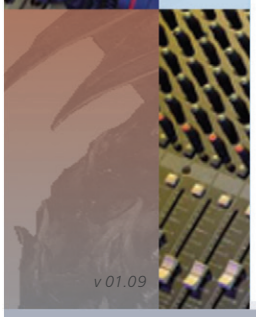
ITEM	DAILY RATE	QUANTITY	DAYS	TOTAL
High Speed Internet Line	$ 325.00 per computer			
Wireless Internet Access (Riverside Center Only)	$ 300.00 per computer			
VLAN Configuration	PER QUOTE $			
Specific Bandwidth Configuration	PER QUOTE $			
Managed Switches	PER QUOTE $			
Wireless Access Points and Access	PER QUOTE $			
Special Computer IP Address Needs	PER QUOTE $			
Custom Event Items (e.g. web splash pages)	PER QUOTE $			

Customer provided wireless access points or other network infrastructure devices are prohibited to ensure uninterrupted operation of existing hotel wireless infrastructure. Customer provided routers; switches and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services. Please contact your sales manager for available options.

Note: Custom installations or dedicated Internet service beyond the scope of existing facilities will be individually quoted upon request. An additional 15% service charge will be added to all transactions. The service charge is calculated from the full price of the items. Due to Chicago city tax laws a 8% city tax will be assessed on the service charge.

SUBTOTAL:	
Service Charge = 22% of Subtotal:	
City Tax = 8% of Service Charge:	
Add 15% of Subtotal for on-site orders:	
GRAND TOTAL:	





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F.A.Q. Riverside Exhibition Hall

AVT EVENT TECHNOLOGIES
A Freeman Company

Thank you for choosing AVT Event Technologies as your Internet and audio visual equipment provider. AVT is the premier audio visual company for the Hyatt Regency Chicago and we look forward to assisting you with all of your audio visual needs during your show appearance.

The following information will help answer frequently asked questions before, during and after your event. Specific question not addressed here should be directed in e-mail form to the following address: hrcexhibits@avt.com. Please include your show dates, name of your company, and your contact information.

Q. Why the new forms?

A. As of January 2009, all of the forms for AVT Event Technologies have been revised to reflect the most updated pricing and availability of gear for each show. All previous versions are invalid and will not be accepted. Only forms that reflect the hrcexhibits@avt.com e-mail address located at the bottom of the form will be accepted. If you have an old form simply send a request email to the above email address for a new set.

Q. What are the deadlines and/or cut-off dates?

A. The deadline to complete and fax all forms will be 72 hours prior to the set-up day of your show. All orders received after the 72 hour cut-off date will be considered on-site orders and will incur a **15% ADDITIONAL SERVICE CHARGE. EQUIPMENT WILL BE SUBJECT TO AVAILABILITY.**

Q. When will my credit card be charged?

A. All credit cards will be charged for the entire amount of the order the set-up day of the show. All credit card orders must include the entire number, the expiration date and the CID number located on the back of the card. Orders will be considered incomplete without inclusion of the requested information and therefore will be subject to equipment availability day of show.

Q. Where is my equipment?

A. Hyatt Regency Chicago is a union hotel. Therefore, on set-up day, the equipment you have ordered will be delivered to the exhibit floor. At that point, responsibility for all equipment will transfer from AVT to Local Union 134. A union electrician will be responsible for the delivery and set-up of the equipment ordered. AVT does not control this schedule.

Q. How do I get a receipt?

A. Receipts for completed orders will be issued upon email request at the conclusion of the show. Please forward all requests to hrcexhibits@avt.com. Please include your contact information. The name of the show and the show dates will also be helpful. If you are a 3rd party exhibitor requesting a receipt include your company name in the request. Receipt requests will not be fulfilled until the conclusion of the show.

Q. During the show if I have a question, who do I contact?

A. AVT will have personnel on-site in the exhibit hall to assist with questions and concerns about equipment and internet lines.

Q. Can I bring my own networking equipment?

A. No. Customer provided wireless access points or other network infrastructure devices are prohibited to insure uninterrupted operation of existing hotel wireless infrastructure. Customer provided routers, switches and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services.

HYATT REGENCY CHICAGO ON THE RIVERWALK

Fax or Email to: AVT Event Technologies
151 E. Wacker Dr., Chicago, IL 60601
Ph: 312-735-6622 Fax: 312-275-8735
hrcexhibits@avt.com

F.A.Q. Riverside Exhibition Hall

EVENT TECHNOLOGIES
A Freeman Company

Q. Can I pay with a company check?

A. Credit card payments are strongly encouraged. However, company checks are a valid form of payment. Checks should be made payable to the following company name and address. When paying by check please include a copy of your order as generated by AVT, therefore providing verification of the correct amount and the valid order for which it will be applied to. All checks must be received 72 hours prior to the set-up date of the show you are attending.

Q. Why is union labor a separate charge?

A. On location set-up and take down by required union labor is not included in the rental price. This fee will be charged by Freeman Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 312-938-0320.

Q. Are wire transfers an acceptable form of payment?

A. Yes. Wire transfers are an acceptable form of payment. An additional processing fee of $30.00 will be assessed. Contact hrcexibits@avt.com for written instructions. **FOR INTERNATIONAL ORDERS ONLY.**

Q. Who do I contact if I have problems with equipment during the show?

A. For AVT equipment, wired and wireless internet connections, login information and passwords, contact AVT directly at 312-735-6622. For union related issues, contact Freeman Exhibitor Services at 312-938-0320.

Q. Does AVT require a diagram of my booth?

A. Yes. Diagrams are extremely helpful when setting equipment. If available, send your diagram in with your completed forms.

Q. How will I know my order was received?

A. Once your completed forms have been faxed to AVT, a written confirmation as generated by AVT should be received by you within 48 hours of receipt. **IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.**

HYATT REGENCY CHICAGO ON THE RIVERWALK

Fax or Email to: AVT Event Technologies
151 E. Wacker Dr., Chicago, IL 60601
Ph: 312-735-6622 Fax: 312-275-8735
hrcexhibits@avt.com

Networking Request Form

AVT EVENT TECHNOLOGIES
A Freeman Company

NOTE: ALL SECTIONS MUST BE COMPLETED

Client/Exhibitor Information

Group/Organization: _____ Event: _____
On-Site Contact _____ Requested by _____
On-Site Cell # _____ Phone # _____
Fax # _____ Fax # _____
E-mail Address _____ E-mail Address _____
Address _____ City _____State _____Zip _____

Service Request

BOOTH/NAME:

DATES:					
Start Time:					
End Time:					

Note: All computers are required to receive a DHCP assigned IP address passing through NAT from the Hyatt/AVT network unless other arrangements have been discussed and agreed upon with AVT Event Technologies.

Cost Worksheet

ITEM	DAILY RATE	QUANTITY	DAYS	TOTAL
Wired Internet Access (First line)	$ 250.00 per device			
Wired Internet Access (Additional line)	$ 100.00 per device			
Wireless Internet Access (First Connection)	$ 150.00 per device			
Wireless Internet Access (Additional Connection)	$ 50.00 per device			
Public IP Address (upgrade to wired service)	$ 100.00 per IP			
Custom VLAN Configuration	PER QUOTE $			
Switches and Cabling	PER QUOTE $			
Expanded Wireless Capacity	PER QUOTE $			
Dedicated Bandwidth	PER QUOTE $			
Custom Event Items (e.g. portal landing page; Custom SSID)	PER QUOTE $			

Customer provided wireless access points or other network infrastructure devices are prohibited to ensure uninterrupted operation of existing hotel wireless infrastructure. Customer provided routers; switches and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services. Please contact your sales manager for available options.

Note: Custom installations or dedicated Internet service beyond the scope of existing facilities will be individually quoted upon request. An additional 15% service charge will be added to all transactions. The service charge is calculated from the full price of the items. Due to Chicago city tax laws a 8% city tax will be assessed on the service charge.

SUBTOTAL: _____

Service Charge = 22% of Subtotal: _____

City Tax = 8% of Service Charge: _____

Add 15% of Subtotal for on-site orders: _____

GRAND TOTAL: _____

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HYATT REGENCY CHICAGO ON THE RIVERWALK

Networking Request Form

AVT EVENT TECHNOLOGIES
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ADVANCE PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE EXECUTED TO RESERVE EQUIPMENT.

Video Equipment

ITEM	DAILY RATE	QTY	DAYS	TOTAL
1⁄2" VHS Player w/repeat	$ 100.00			
DVD Player	125.00			
42" Plasma Monitor w/Stand & Cables will sound be required? ☐ yes ☐ no	350.00			
LCD Projector (XGA) w/stand & 6' Screen	795.00			

Sound Equipment

Mid-Size P.A. System (75 Watt amplified speaker)	$ 125.00			
Computer Speakers	45.00			
Microphone, Wireless Handheld	175.00			
Microphone, Wireless Lavaliere	175.00			
Microphone, Wired Handheld	55.00			
CUSTOM SYSTEMS AVAILABLE	$ PER QUOTE			

Computer Equipment - See Commerce Concierge
rental forms for computer rental and smaller display monitors

SUBTOTAL: _____

Rental Tax = 8% of Subtotal: _____

Service Charge = 22% of Subtotal: _____

City Tax = 8% of Service Charge: _____

Add 15% of Subtotal for on-site orders: _____

GRAND TOTAL: _____

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HYATT REGENCY CHICAGO ON THE RIVERWALK

Exhibit Rental Reservation

AVT EVENT TECHNOLOGIES
A Freeman Company

Exhibitor must be present to sign for order at time of delivery. Please contract the Audio Visual Service Department for delivery. You must notify our representative that you are at your booth and have electrical power in place. We will contract the Electricians for your delivery. AVT Event Technologies is unable to guarantee a delivery time.

Exhibitor is responsible for equipment until it is picked up by an AVT Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

Master Account #:	Authorized Signer's Name:		
Credit Card #:	**CCID:**	Type:	Exp:

Customer Signature	Print Name (as it appears on credit card)	Date

Terms and Conditions

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. *All checks must be received 72 hours prior to event.*
2. *Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.*
3. *Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.*
4. *Rentals in the City of Chicago are subject to city tax of 8%.*
5. *Insurance for the subject equipment is Lessee's responsibility.*
6. **On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged by Freeman Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 312.938.0320.**

I understand the above condition

Authorized Signature: _____ Please Type or Print Name: _____

7. *Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.*
8. *It is the responsibility of the exhibitor to advise an AVT Event Technologies representative of any problems with their order at show site.* **Absolutely no credits will be issued after show closing.**
9. **AVT Event Technologies must supply all Switches and Hubs for the high-speed internet service.**

I understand the above condition

Authorized Signature: _____ Please Type or Print Name: _____

Fax or Email to: AVT Event Technologies
151 E. Wacker Dr., Chicago, IL 60601
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hrcexhibits@avt.com

HYATT REGENCY CHICAGO ON THE RIVERWALK

Networking Agreement

EVENT TECHNOLOGIES
A Freeman Company

- *It is understood that AVT does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain. Customer agrees that AVT shall have no responsibility and no liability whatsoever with respect to insuring access to the Internet. Customer further agrees to indemnify and hold harmless AVT from any and all claims, damages, losses and causes of action whatsoever which may arise directly or indirectly in connection with the Internet services provided.*
- *The total order cost will be billed to the form of payment specified in section D.*
- *Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.*
- *You are responsible for bringing your own NIC (Network Interface Card) or Wireless Access Card. In the event that you are unable to provide your own wireless card wireless cards are available through AVT for a rental fee. These cards are available on a first come first serve basis, and quantities are limited.*
- **Instant wireless access is available in the Riverside Convention Hall for the duration of each event through the use of our automated access portal. A CREDIT CARD is required for use of the portal.**
- **Customer provided wireless access points or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing hotel wireless infrastructure.**
- **Customer provided routers; switches and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services.**
- **Please contact your sales manager for pricing on AVT provided available options.**
- **On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged by Freeman Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 312.938.0320**

I understand the above condition

Authorized Signature: _____ Please Type or Print Name: _____

- *All materials and equipment furnished by AVT for this service order shall remain the property of AVT and shall be removed only by AVT at the close of the meeting.*
- *All request for services after your arrival are subject to the availability of the equipment and the services of our technicians.* **An additional service charge of 15% wil be assessed for all on-site orders**
- *Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.*
- *You agree to remain entirely liable for all activities conducted through the network connections.*
- *The Network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, copyrighted materials legally judged to be threatening or obscene, or material protected by trade secrets.*
- *These terms and conditions supersede all previous representations, understanding, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by AVT at any time.*
- *No service will be provided without a signed copy of this form. This form must be received no later than one 72 hours prior to the meeting.*
- *You or your IT professional will be responsible for appropriate computer configuration for the service provided. AVT personnel cannot be responsible for making configuration changes to your personal computer.*
- *If you are uncertain of your requirements or for any changes you must notify hrcexhibits@avt.com.*

MY SIGNATURE INDICATES THAT I HAVE RECEIVED THIS INTERNET REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER'S EMPLOYER AND/OR PRINCIPAL, IF ANY.

Customer Signature: _____ Date: _____

Title: _____

You will receive a confirmation via email within 48 hours. If you do not receive a confirmation email, contact hrcexhibits@avt.com.

NORTHERN GREENHOUSES

1800 W. LAKE ST. – CHICAGO, IL 60612
PHONE (312) 666-9177 FAX (312) 666-8978

PREPAYMENT REQUIRED

Name of Show _____

Location _____ Show Dates _____

Exhibitor: _____ Booth # _____ Order Date _____

Address: _____

City, State, Zip: _____

Company Representative: _____ Telephone: _____

E-Mail Address: _____

Credit Card (circle): *VISA* *MC* *AMEX* *DISCOVER* **CVV Code: _____ Exp. Date: _____**

Credit Card # _____ Signature _____

- Foliage plants and architectural containers on rental basis
- Blooming plants and fresh cut flowers are purchased
- Price includes: Installation, service throughout show, removal , and rental of architectural containers

CONTAINERS: (**Please specify**) [ ] WHITE [ ] BLACK [ ] BASKET (If you do not specify, BLACK will be provided)

QUANTITY (Please specify quantity, height, and variety of plants)

		Price Ea.	**Ext. Price**
_____	3 Ft. Plants _____	$ 41.00	_____
_____	4 Ft. Plants _____	$ 51.00	_____
_____	5 Ft. Plants _____	$ 61.00	_____
_____	6-7 Ft. Plants _____	$ 71.00	_____
_____	8 - 9 Ft. Plants _____	$ 120.00	_____
_____	POTTED FERNS: _____ SMALL ($28 each) _____ LARGE ($33 each)		_____
_____	Hanging Plants _____	$30.00 & up	_____

*** Taller plants and custom decor available – please inquire for pricing ***** **SUBTOTAL 1:** _____

8% Rental Tax (apply to subtotal 1): _____

_____	POTTED MUMS (YELLOW, WHITE, LAVENDER, BRONZE subject to availability)	$ 30.00	_____
_____	POTTED AZALEA (RED, PINK & WHITE) OR BROMELIADS	$ 30.00	_____
_____	Floral Arrangements: _____	$ 50 & up	_____

SUBTOTAL 2: _____

9.5% Sales Tax (apply to subtotal 2) _____

GRAND TOTAL _____

(Add Subtotals + Taxes)

Any discrepancies with order must be addressed on first day of show. No refunds issued after show open.